



**ADVENTIST EDUCATION**  
Journey to Excellence 2.0

# PK-12 Educators'

## 2023 CERTIFICATION MANUAL

NORTH AMERICAN DIVISION

NAD EDUCATION LEADERS HANDBOOK SERIES

All requirements within this document  
are mandatory for certification or  
recertification beginning July 1, 2023  
(unless otherwise noted)



**PK-12**

# **Educators'**

**CERTIFICATION  
MANUAL**

**2023**

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**North American Division of Seventh-Day Adventists  
Office of Education**  
North American Division Office of Education  
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# GENERAL INFORMATION

**N**ow these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers.”

— Ephesians 4:11 NLT

# GENERAL INFORMATION

## 1.1 INTRODUCTION

All educators in Seventh-day Adventist schools are expected to hold the appropriate Seventh-day Adventist certification. These certificates are issued to individuals based on personal, academic, and professional qualifications deemed necessary for providing an excellent education to children and youth in Seventh-day Adventist schools. Holding a certificate does not imply an offer of employment.

Qualifying for the appropriate certificate and maintaining it through continued professional preparation and growth is the responsibility of each educator.

## 1.2 CERTIFICATION PROVISIONS

- 1.2.1 The North American Division PK-12 Board of Education establishes certification requirements for educational personnel.
- 1.2.2 Implementing certification policies is the responsibility of the North American Division Office of Education. It delegates to the union conference offices of education the authority to issue certificates on its behalf to educational personnel who meet the requirements. All teaching certificates are issued through union conference offices of education. The union director of education serves as certification officer for each union, while the union certification registrar maintains teacher records, processes transcripts, and issues appropriate certificates.
- 1.2.3 In the North American Division (NAD), reciprocity of certification exists among the union conference offices of education. Current teaching certificates issued by a union conference are accepted in other union conferences. Renewal, however, is the function of the union where the teacher is currently employed. Although a teaching certificate issued by another union may have been accepted at the time of employment, the union in which a teacher is currently employed may require the candidate to remove any deficiencies and/or meet any special union requirements before the certificate will be renewed or upgraded.
- 1.2.4 Each union conference shall appoint a Certification Review Committee to study and resolve issues pertaining to certification of individual teachers. The Certification Review Committee will forward to the North American Division Office of Education a copy of its minutes. Matters needing further clarification shall be forwarded by the Certification Review Committee to the North American Division Office of Education for counsel. Final disposition of each case is to be made by the union Certification Review Committee.
- 1.2.5 Seventh-day Adventist colleges/universities, accredited by the Adventist Accrediting Association (AAA), may request the North American Division Office of Education endorse their teacher education programs. Colleges/universities meeting the standards for program endorsement are qualified to issue Verification of Eligibility Certificates to be used by the union in the issuance of certificates.



- 1.2.6 The teacher is responsible for securing appropriate teaching certification for the current level of teaching and for following procedures as outlined in this manual to keep certification current.
- 1.2.7 All academic credits used for qualifying for certification, for endorsements, and for renewing certification shall be received from colleges or universities which are accredited by either AAA or a regional accrediting association.

### 1.3 APPLICATION PROCEDURES

The office of education in the union conference where an applicant is seeking certification and employment must receive the following:

- a. An application for certification.
- b. An official copy of the applicant's undergraduate and graduate transcripts sent directly to the union conference office of education from the college/university office of records. Unofficial transcripts and student copies of transcripts are unacceptable for certification purpose.
- c. For applicants who have completed an NAD-endorsed teacher education program, a Verification of Eligibility Certificate will be issued by the Adventist college/university.

### 1.4 ELIGIBILITY REQUIREMENTS

#### 1.4.1 Church Membership

An applicant for a denominational teaching certificate must be a member of the Seventh-day Adventist Church as verified in eAdventist.

#### 1.4.2 Conduct Requirements

An applicant for a denominational certificate must adhere to high standards of professional conduct. Persons who have been convicted of a felony or who have exhibited unethical or immoral conduct are not eligible for a certificate.

## GENERAL INFORMATION

### 1.4.3 Degree Requirements

An applicant for a certificate, except the Designated Subjects/Services Certificate, must hold a minimum of a baccalaureate degree from a college or university accredited by AAA or a regional accrediting association.

### 1.4.4 Scholarship

An applicant for a denominational certificate must have earned grades of C- or above in all required certification courses taken for academic credit

# DENOMINATIONAL CERTIFICATES FOR EDUCATORS

“**I**f your gift is serving others, serve them well. If you are a teacher, teach well.”

— Romans 12:7 NLT

# DENOMINATIONAL TEACHING CERTIFICATES

The following certificates are available: (a) Basic Teaching Certificate, (b) Standard Teaching Certificate, (c) Professional Teaching Certificate, (d) Administrator Certificate, (e) Designated Subjects/Services Certificate, and (f) Conditional Teaching Certificate.

## 2.1 BASIC TEACHING CERTIFICATE

### 2.1.1 Introduction

The Basic Teaching Certificate is the initial certificate and is valid for three years.

### 2.1.2 Requirements

A Basic Teaching Certificate may be issued to an applicant who meets the Eligibility Requirements, qualifies for an elementary or secondary endorsement and completes the following course requirements:

- Has completed 20 semester/30 quarter academic credits in education. Required areas shall include:
  - Principles/Philosophy of Seventh-day Adventist Education as based on the Bible and the writings of Ellen G. White taken from a AAA accredited college/university
  - Developmental and educational psychology
  - Classroom assessment strategies
  - Exceptional children in the classroom
  - Integration of educational technology in the classroom
  - Student teaching, as prescribed by the college/university in which the teacher education program was completed
- Has completed 12 semester/18 quarter credits of religion courses taken in a AAA accredited Seventh-day Adventist college/university covering the following areas:
  - Spirit of Prophecy
  - Seventh-day Adventist Church history
  - Seventh-day Adventist doctrines
  - Biblical content studies
- Has completed course work in health principles as found in the Bible and the writings of Ellen G. White.

Applicants who complete an NAD-approved teacher education program and receive a Verification of Eligibility should have completed these requirements.

# DENOMINATIONAL TEACHING CERTIFICATES

## 2.1.3 Extension of the Basic Teaching Certificate

The Basic Teaching Certificate shall be valid for three years. If the teacher has not completed three years of teaching experience at the end of the initial three-year period, he/she may apply for an extension of the Basic Certificate for up to two years.

## 2.1.4 Reinstatement of the Basic Teaching Certificate

Circumstances may exist where a Basic Teaching Certificate expires. This can result from a teacher not completing the three-year teaching experience or not completing the necessary academic credits.

The Basic Teaching Certificate may be reinstated one time for up to two years upon recommendation of the local conference office of education and approval by the union certification officer.

Specific requirements for reinstatement will be determined at time of reinstatement.

## 2.2 STANDARD TEACHING CERTIFICATE

2.2.1 The Standard Teaching Certificate is issued to applicants with experience and appropriate academic preparation. It is valid for five years.

### 2.2.2 Requirements

The Standard Teaching Certificate may be issued to an applicant who:

- a. Has completed, with appropriate documentation, a minimum of three years of full-time teaching, its equivalent, or has completed a minimum of five years of half-time teaching in a PK-12 classroom
- b. Has completed 6 semester/9 quarter credits of professional education courses or courses in area(s) of endorsement(s) beyond the requirements of the Basic Teaching Certificate

### 2.2.3 Renewal of the Standard Teaching Certificate

Within five years of issuance the certificate may be renewed by completing a total of 10 semester/15 quarter credits related to appropriate professional education courses and/or in the area(s) of endorsement, meeting the following requirements:

- A minimum of 4 semester/6 quarter credits of post-baccalaureate or graduate academic credit earned in an accredited institution

## DENOMINATIONAL TEACHING CERTIFICATES

- An additional 6 semester/9 quarter credits that may be taken as academic credit or the equivalent CEUs (see Section 4.5)
- Specific requirements established by the union conference in which the educator is currently employed at the time of renewal

All course work or Continuing Education Units (CEUs) for renewal of the Standard Teaching Certificate must be completed during the five years that the current Standard Teaching Certificate is valid except as provided for in 4.2.2.

### 2.2.4 Reinstatement of an Expired Standard Teaching Certificate

When a teacher applies for reinstatement of a Standard Teaching Certificate that expired, the following criteria must be met:

- a. Current requirements for the Standard Teaching Certificate
- b. 10 semester/15 quarter credits of upper-division, post-baccalaureate, or graduate credit in professional education, or courses in area(s) of endorsement
  - A minimum of 4 semester/6 quarter credits of post-baccalaureate or graduate academic credit earned in an accredited institution
  - An additional 6 semester/9 quarter credits that may be taken as academic credit or the equivalent CEUs (see Section 4.5)
  - Specific requirements established by the union conference in which the educator is currently employed at the time of renewal
- c. All work submitted for reinstatement of the Standard Teaching Certificate must be taken in the five-year period immediately prior to reinstatement of the certificate

## 2.3 PROFESSIONAL TEACHING CERTIFICATE

A Professional Teaching Certificate is issued to applicants with teaching experience and advanced academic preparation. A Professional Teaching Certificate is valid for five years.

### 2.3.1 Requirements

The Professional Teaching Certificate may be issued to an applicant who meets Eligibility Requirements, qualifies for a Standard Teaching Certificate (the endorsements of the Standard Teaching Certificate will be transferred to the Professional Teaching Certificate) and meets one of the following requirements:

- Holds a master's degree
- Has completed a state prescribed fifth-year program for teachers

## DENOMINATIONAL TEACHING CERTIFICATES

- Has earned 40 semester/60 quarter credits of upper-division, post-baccalaureate, or graduate credit. 30 semester/45 quarter credits must be earned by taking courses in education and/or in no more than two areas of endorsement
- a. Has earned upper-division, post-baccalaureate, or graduate credit beyond the requirements of a Basic Teaching Certificate in at least two of the following areas:
  - Theories of teaching and learning
  - Curriculum
  - Advanced instructional practice
  - Educational assessment strategies
  - Teaching English Language Learners (ELL)
  - Advanced instructional technology applications
  - Inclusive and/or special education
  - Trends and issues in education
  - Multicultural education

### 2.3.2 Renewal of the Professional Teaching Certificate

- a. Within five years of issuance, this certificate may be renewed by completing 6 semester/9 quarter credits, which may be earned in the following ways:
  - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
  - The equivalent Continuing Education Units (CEUs) (see Section 4.5), or
  - Any combination of the above
- b. All credits submitted for the renewal of the Professional Teaching Certificate must have been completed during the five-year period immediately prior to renewal of the certificate, except as provided for in 4.2.2.
- c. Specific requirements established by the union conference in which the educator is employed at the time of renewal

### 2.3.3 Reinstatement of an Expired Professional Teaching Certificate

When a teacher applies for reinstatement of a Professional Teaching Certificate that expired, the following criteria must be met:

## DENOMINATIONAL TEACHING CERTIFICATES

- a. Current requirements for the Professional Teaching Certificate
- b. 6 semester/9 quarter credits must be earned. Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
  - The equivalent Continuing Education Units (CEUs) (see Section 4.5) or
  - Any combination of the above
- c. All work submitted for reinstatement of the Professional Teaching Certificate must be completed in the five-year period immediately prior to reinstatement of the certificate, except as provided for in 4.2.2.

### 2.4 ADMINISTRATOR CERTIFICATE

#### 2.4.1 Introduction

The Administrator Certificate may be issued to an applicant who meets the Eligibility Requirements and has met the requirements for a Professional Teaching Certificate and is valid for five years.

#### 2.4.2 Requirements

The Administrator Certificate may be issued to an applicant who meets one of the following:

- a. Completes an educational administrative micro-credential from a recognized or accredited program
- b. Holds a master's degree and has completed a minimum of one graduate level course in each of the following areas:
  - Curriculum
  - Supervision
  - School law
  - School administration
  - School finance
- c. Holds a doctoral degree in administration and/or leadership with an emphasis in education



# DENOMINATIONAL TEACHING CERTIFICATES

## 2.4.3 Renewal of Administrator Certificate

- a. The Administrator Certificate shall be valid for five years. Renewal of the certificate requires 6 semester/9 quarter credits, which may be earned in the following ways:
  - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
  - The equivalent in Continuing Education Units (CEUs) (see Section 4.5), or
  - Any combination of the above
- b. All work submitted for the renewal of the Administrator Certificate must be completed in the five-year period immediately prior to the date the certificate is renewed, except as provided for in 4.2.2.

## 2.4.4 Reinstatement of an Expired Administrator Certificate

When an applicant applies for the reinstatement of an Administrator Certificate, the following criteria must be met:

- a. Current requirements for the Administrator Certificate
- b. Reinstatement of the administrator certificate requires 6 semester/9 quarter credits, which may be earned in the following ways:
  - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
  - The equivalent in Continuing Education Units (CEUs) (see Section 4.5), or
  - Any combination of the above
- c. All work submitted for reinstatement of the Administrator Certificate must be completed in the five-year period immediately prior to application for reinstatement of the certificate, except as provided for in 4.2.2.

## 2.4.5 Special Provision for Administrators

The following certificates may be issued to Administrators for a one- to three- year term.

- a. A Designated Administrator Certificate may be issued to an applicant with a baccalaureate degree plus five years of work experience in an administrative position. Specific requirements for renewal shall include Continuing Education Units (CEUs) and/or academic credits to improve pedagogy or administrative expertise and will be determined at time of issuance.

## DENOMINATIONAL TEACHING CERTIFICATES

- b. A Conditional Administrator Certificate may be issued to an applicant with five years of teaching experience and a current teaching certificate. Renewal requires 6 semester/9 quarter credits of academic credit during each contract year until the requirements for an Administrator certificate are met.
- c. Applicant must work towards an administrator endorsement (see Section 3.4).

2.4.6 The following certificates may be issued for a one- to three-year term.

- a. A Designated Administrator Certificate may be issued to an applicant with a baccalaureate degree plus five years of work experience in an administrative position.
- b. A Conditional Administrative Certificate may be issued to an applicant with a master's degree plus five years of teaching experience.
- c. Applicant must work toward an administrator endorsement (see Section 3.4).
- d. Renewal requirements will be identified in consultation with the union certification officer and the local conference office of education.

## 2.5 DESIGNATED SUBJECTS/SERVICES CERTIFICATE

### 2.5.1 Introduction

The Designated Subjects/Services Certificate is issued to an individual who has demonstrated expertise in one or more specific areas. The endorsed area(s) is/are indicated on the certificate.

This certificate cannot be substituted for the Basic, Standard, or Professional Teaching Certificate, or used in a way to circumvent the meeting of the requirements for those certificates. Certificated PK-12 teachers may be issued a DS/Services certificate for a non-core subject area endorsement.

### 2.5.2 Requirements

The Designated Subjects/Services Certificate may be issued to an applicant who:

- a. Is recommended by the local conference office of education for consideration by the union conference certification officer and/or Certification Review Committee
- b. Meets initial Eligibility Requirements (see Section 1.4 except 1.4.3 and 1.4.4)

# DENOMINATIONAL TEACHING CERTIFICATES

- c. Provides verification of a high school diploma or highest degree earned.
- d. Provides verification of successful and recent experience in the technical skill, trade, vocation, or nonvocational subject named on the certificate, with a minimum equivalent of five years of experience

One year of the required experience must be within the three-year period immediately preceding the application for issuance of the certificate. Work experience is defined as paid work experience or its equivalent.

- e. Applicants for a designated certificate to teach religion shall complete the NAD-approved Encounter training

## QUALIFYING EXPERIENCE

<b>EDUCATION AND/OR TRAINING</b>	<b>WORK EXPERIENCE REQUIRED</b>
High school diploma or equivalent	five years
One year of occupational preparation appropriate or related to teaching field	four years
Two years of occupational preparation appropriate or related to teaching field	three years
Three years of occupational preparation appropriate or related to teaching field	two years
Baccalaureate degree with a major in or related to teaching field	two years
Completion of an apprenticeship or similar program in accordance with industry and labor standards	two years

### 2.5.3 Renewal of the Designated Subjects/Services Certificate

- a. The Designated Subjects/Services Certificate shall be issued for one to three years and may be renewed upon recommendation of the local conference office of education and approved by the union certification officer and/or the Certification Review Committee.
- b. Specific requirements for renewal shall include Continuing Education Units (CEUs) and/or academic credits to improve pedagogy or subject area expertise and will be determined at time of issuance.

# DENOMINATIONAL TEACHING CERTIFICATES

## 2.6 CONDITIONAL TEACHING CERTIFICATE

### 2.6.1 Introduction

Upon receipt of an official transcript showing completion of a baccalaureate degree, a Conditional Teaching Certificate may be issued to an applicant who does not meet the requirements for a Basic Teaching Certificate or the requirements for an endorsement. The certificate is valid for the specific area(s) indicated on the certificate. For example, it may be issued to an individual who has not completed the required course work in religion or who may not qualify for either an elementary or secondary endorsement.

### 2.6.2 Requirements

The Conditional Teaching Certificate may be issued to an applicant who:

- a. Meets initial Eligibility Requirements (see Section 1.4)
- b. Has completed a minimum of a baccalaureate degree
- c. Is working toward a Basic, Standard, or Professional Teaching Certificate and/or a specific endorsement

### 2.6.3 Renewal of the Conditional Teaching Certificate

- a. The Conditional Teaching Certificate is valid for one year. Renewal of the certificate requires completion of two needed courses during each contract year, until the requirements for the appropriate certificate or endorsement are met.
- b. The two courses shall be in courses needed for renewal as identified on the Certification Status Report and in cooperation with the employing organization.

# ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

**H***e who co-operates with the divine purpose in imparting to the youth a knowledge of God, and molding the character into harmony with His, does a high and noble work.”*

— Education, p. 19

# ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

## 3.1 REGULAR ENDORSEMENTS

### 3.1.1 Elementary Endorsement

The elementary endorsement is valid for teaching grades 1-8 (valid for grades 1-9 in a union conference with approved 1-9 programs). An applicant for an elementary endorsement must complete the following requirements in addition to fulfilling the requirements for the Basic Teaching Certificate:

- a. Required elementary curriculum methods in the following:
  - Science
  - Health
  - Mathematics
  - Reading
  - Language arts
  - Religion
  - Social studies
- b. The following areas are recommended for further study. Courses in at least two of these areas must be successfully completed to renew a Standard Teaching Certificate (see Section 2.2.3):
  - Fine arts methods
  - Physical education methods
  - Children's literature
  - Applied arts
  - Advanced instructional technology applications
  - Outdoor education
  - Multicultural education
  - Teaching English Language Learners (ELL)
- c. Applicants must have instruction and experiences in a multigrade classroom of three or more grades, preferably in a small school with three or fewer teachers.

# ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

## 3.1.2 Secondary Content Area Endorsements

A secondary endorsement is valid for subjects in grades 6-12 for which the applicant qualifies. An applicant for a secondary endorsement must complete the following in addition to the requirements for the Basic Teaching Certificate:

- a. 18 semester/27 quarter credits in a teaching content area, or pass a standardized equivalency exam approved by the union certification officer
- b. One or more courses in secondary curriculum materials and methods
- c. A course in secondary reading methods or a course in secondary reading methods in the content areas
- d. Special provisions or requirements.
  - Religion special requirement — An applicant for the religion content area endorsement must have a methods course in the teaching of secondary religion in addition to the required credits in religion content and the secondary curriculum materials and methods course(s).
  - Science and math special requirement — An applicant who has a major in mathematics and a minor in one of the science areas (e.g., biology, physics, chemistry) or a major in one of the science areas and a minor in mathematics may qualify for an endorsement in either or both of the other science areas by completing 12 semester/18 quarter credits in each area endorsement.
  - Physics special requirement — An applicant may qualify for an endorsement in physics by completing a minimum of 9 semester/13.5 quarter credits in physics and the balance to equal 18 semester/27 quarter credits from mathematics and/or chemistry.
  - Integrated science special requirement — An applicant may qualify for an integrated science endorsement in preparation of teaching biology, chemistry, physics and related secondary science courses, upon completion of 16 semester/24 quarter credits in one of the sciences (e.g., biology, chemistry or physics), a minimum of 3 semester/4.5 quarter credits in each of the remaining two science areas, and a total of 32 semester/48 quarter credits in sciences combined.
  - Additional endorsements — When an applicant has qualified for an endorsement he/she may obtain additional endorsements by passing a standardized equivalency exam approved by the union certification officer or by completing a minimum of 18 semester/27 quarter credits for each content area endorsement. (NOTE: An endorsement in a foreign language for native speakers must at least fulfill the equivalency exam requirement.)

# ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

## 3.2 SPECIALTY ENDORSEMENTS

Issued to individuals holding a Basic, Standard, or Professional Teaching Certificate.

- 3.2.1 Junior Academy — A junior academy endorsement is valid for subjects in grades 6-10 in a union-approved junior academy/middle school and may be issued to an applicant who:
- a. Qualifies for the elementary endorsement and/or a secondary content area endorsement
  - b. Has completed a minimum of 12 semester/18 quarter credits in core subjects (to include math, science, English, social studies, religion) and 9 semester/13.5 quarter credits in each of the other content areas of endorsement.
  - c. Special provisions:
    - Religion — An endorsement for religion requires the applicant to complete an elementary or secondary religion methods course.
    - English — An endorsement in English may include a maximum of 3 semester/4.5 quarter credits of freshman English and 3 semester/4.5 quarter credits of speech.
    - Fine Arts — An endorsement in fine arts may include credit in art, graphic arts, and music.
    - General Science — An endorsement in general science may include credit in any of the sciences with a minimum of at least 3 semester/4.5 quarter credits in a life science area and 3 semester/4.5 quarter credits in a physical science.
    - Health/Physical Education — An endorsement in health/physical education may include credit in health and physical education.
    - Foreign Language — An endorsement in a foreign language may be earned by successfully completing a standardized equivalency exam.
- 3.2.2 Pre-Kindergarten — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement
  - b. Has completed two courses that include the following:
    - Early Childhood curriculum and Methods
    - Developmentally Appropriate Practice
  - c. Has completed student teaching or field experience at the Pre-Kindergarten level.



## ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.2.3 Kindergarten — May be issued to an applicant who:

- a. Qualifies for the elementary endorsement
- b. Has completed two courses that include the following:
  - Methods of Instruction for Kindergarten
  - Organization and administration of kindergarten education
- c. Has completed student teaching or field experience at the kindergarten level

3.2.4 Additional specialty endorsements may be issued to an applicant who:

- a. Qualifies for the elementary endorsement or a secondary content area endorsement
- b. Has completed a minimum of 12 semester/18 quarter credits in the specific area

### 3.3 PROFESSIONAL ENDORSEMENTS

Issued to individuals holding a Professional Teaching Certificate.

3.3.1 Curriculum and Instruction Specialist — May be issued to an applicant who:

- a. Qualifies for the elementary endorsement or secondary content area endorsement
- b. Has completed a minimum of 18 semester/27 quarter credits of additional graduate-level courses in curriculum and instruction

3.3.2 Library/Instructional Media Specialist — May be issued to an applicant who:

- a. Qualifies for the library/instructional media endorsement
- b. Has completed a minimum of 9 semester/13.5 quarter hours of additional graduate-level work in media services

3.3.3 Reading Specialist — May be issued to an applicant who:

- a. Qualifies for the reading endorsement
- b. Has completed a minimum of 6 semester/9 quarter credits of additional graduate-level courses in reading or reading related courses (e.g., psycholinguistics, linguistics, children's literature, reading diagnosis, remediation, practicum)

## ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 3.3.4 Small School Specialist — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement
  - b. Has completed a minimum of 12 semester/18 quarter credits of additional graduate-level courses in small-schools curriculum, instruction, and management
  - c. Has taught a minimum of three years in a one-, two-, or three-teacher school
- 3.3.5 Inclusive and/or Special Education Specialist — May be issued to an applicant who:
- a. Qualifies for the inclusive and/or special education endorsement
  - b. Has completed a minimum of 6 semester/9 credits of additional graduate-level courses in inclusive/special education and supporting courses within the following areas:
    - Assessment and planning for students with special needs
    - Advanced instructional strategies for working with students with learning disabilities
    - Special education law (legal and ethical aspects of special education)
    - Educating students with specific disabilities (i.e., autism, emotional/behavioral disorders, severe and low incidence disorders, ADHD, etc.)
- 3.3.6 Educational Technology Specialist — May be issued to an applicant who:
- a. Qualifies for the educational technology endorsement
  - b. Has completed a minimum of 6 semester/9 quarter credits of additional graduate-level courses beyond the education technology endorsement from the following areas:
    - Integrating technology in the curriculum
    - Trends and issues in education technology
    - Distributed learning technology
    - Internet in the classroom
    - Technology instructional applications
    - Managing school technology resources
    - Technology and the exceptional student

# ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- Emerging technologies
- Repairing and networking computers

## 3.4 ADMINISTRATOR ENDORSEMENTS

The Administrator Certificate may be issued to an applicant who meets the Eligibility Requirements and has met the requirements for a Professional Teaching Certificate and is valid for five years. All applicants who qualify for an administrator certificate will be issued a principal endorsement in addition to any of the following:

- 3.4.1 Supervisor of Instruction — May be issued to an applicant who has completed each of the following:
- at least two graduate level courses in curriculum
  - at least one graduate level course in supervision
  - at least one graduate level course in improving instruction
  - at least one graduate level course in school administration
- 3.4.2 Superintendent of Schools — May be issued to an applicant who:
- a. Has completed a minimum of 24 semester/36 quarter credits of graduate level courses including the following areas:
    - School administration
    - Personnel administration
    - Curriculum
    - Supervision
    - School law
    - School finance
    - School facility management
  - b. Has completed a minimum of three consecutive years in school administration and/or supervision of instruction

**ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE**

# SUPPLEMENTAL CERTIFICATION POLICIES

**I**n every human being *He* discerned infinite possibilities. *He* saw men as they might be, transfigured by *His* grace — in ‘the beauty of the Lord our God.’ Psalm 90:17.”

— Education, p. 80

## **SUPPLEMENTAL CERTIFICATION POLICIES**

### **4.1 CERTIFICATION REVIEW COMMITTEE**

The union conference Certification Review Committee is to study and resolve problems relating to certification. It is recommended that members of the Certification Review Committee should include:

- 4.1.1 Union conference education personnel
- 4.1.2 College department/university school of education representative(s)
- 4.1.3 Representatives from the teaching profession (principals, superintendents of schools, or teachers) as selected by the union conference office of education

### **4.2 DATE OF ISSUANCE AND EXPIRATION OF CERTIFICATES**

- 4.2.1 Certificates are effective beginning with the date on which the request, with official documents, is approved by the union conference office of education. Certificates expire on August 31 of the final year for which they are issued.
- 4.2.2 Excess renewal credits earned during the time the prior certificate was valid may be carried over to a new certificate if they were earned in the one-year period prior to the expiration of the certificate. All other renewal credit must be earned during the life of the certificate. (See also Sections 2.2.3 and 2.3.3.)

### **4.3 LEGAL NAME**

Certificates are official documents; therefore, the applicant's full legal name is to be used.

### **4.4 CERTIFICATION RECORDS**

Transcripts submitted for certification become a part of the individual's permanent certification record at the union conference office of education. When a teacher or administrator transfers to another union, the certification records are forwarded to that union upon request of the teacher, administrator, or the union conference certification officer.

## SUPPLEMENTAL CERTIFICATION POLICIES

### 4.5 PROFESSIONAL ACTIVITY – CONTINUING EDUCATION UNITS (CEU)

- 4.5.1 Continuing Education Units (CEU) are earned by participation in professional learning activities that extend and enhance the educator’s professional expertise. CEUs may be used to meet requirements for certification renewal or reinstatement for educators holding designated subject, standard, professional, and/or administrator certificates as applicable (see 2.2.3, 2.2.4, 2.3.2, 2.3.3, 2.4.3, 2.4.4, and 2.5.3).
- 4.5.2 One Continuing Education Unit (CEU) is equivalent to 10 clock hours of participation in a professional development activity (1 CEU = 10 clock hours). CEUs may be recorded in tenths of a CEU since one clock hour is equivalent to 0.1 CEU.

Where professional learning clock hours (CEUs) may be utilized in lieu of academic credits as provided by this certification manual, the equivalent to academic credit is calculated in the following manner:

- 20 clock hours (2 CEUs) is equivalent to 1 quarter credit.
- 30 clock hours (3 CEUs) is equivalent to 1 semester credit.

- 4.5.3 Educators benefit when earning CEUs in a variety of professional development activities. These activities include the following, which are listed in four categories. Activities from at least two different categories shall be included in the CEUs submitted for renewal during the five years prior to renewal. Qualifying professional development activities do not include those activities that are part of an educator’s regular duties.

#### PROFESSIONAL LEARNING (independent)

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
a) Complete the NAD Professional Growth Reading Plan	3.0 CEUs total/year
b) Professional reading of books and journals	0.1 CEU per 50 pgs 3.0 CEUs total/year
c) Participate in prearranged educational travel	0.5 CEU per day 3.0 CEUs total/year

#### PROFESSIONAL LEARNING (group)

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
d) Complete continuing education course (submit certificate)	Provider assigned
e) Attend a professional conference, or seminar	0.1 CEU/hour
f) Attend a denominational conference, workshop, or seminar	0.1 CEU/hour

## SUPPLEMENTAL CERTIFICATION POLICIES

### PROFESSIONAL COLLABORATION

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
g) Mentoring in a conference-sponsored mentoring program	2.0 CEUs total/year
h) Participation in a study group or learning community	0.1 CEU/hour
i) Peer observation with follow-up reflective learning	0.1 CEU/hour
j) Field testing (piloting) NAD curriculum materials	NADOE assigned
k) Serving on a school accreditation visiting team	0.5 CEU/day
l) Participation on education committees/boards	0.1 CEU/hour

### PROFESSIONAL PRESENTATION AND WRITING

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
m) Supervision of a student teacher	0.2 CEU/week
n) Teach a university course	CEU equivalent of course value
o) Presenting at an education conference, workshop, or seminar	0.3 CEU/hour
p) Writing a published non-peer reviewed journal article	1.0 CEU/article
q) Writing a published peer-reviewed professional article	3.0 CEUs/article
r) Writing and publishing a book on an educational topic	4.0 CEUs/100 pages

4.5.4 The Adventist Learning Community (ALC) offers a number of professional development courses. These courses do not provide academic credit; upon successful completion, Continuing Education Units (CEUs) are granted.

4.5.5 Satisfactory involvement in professional activities shall be verified by the local conference superintendent of schools or academy principal. It should be reported to the union certification registrar at the end of each school year. The Union Conference Certification Officers have the final authority to determine CEUs granted.

## 4.6 TEACHERS OVER 65

Teachers who are 65 years of age or older and who hold a valid Standard, Professional, or Administrator denominational certificate are exempt from the requirement for renewal of a certificate.

## 4.7 STUDENT TEACHING DEFICIENCY

For an applicant who has not graduated from a teacher education program, the student teaching



## SUPPLEMENTAL CERTIFICATION POLICIES

deficiency may be met in one of the following ways:

- 4.7.1 By completion of the regular student teaching requirement at the college/university.
- 4.7.2 By completion of a college/university internship program.
- 4.7.3 By a waiver of the requirement when all of the following stipulations are met:
  - a. Completion of a minimum of three years of successful full-time teaching or its equivalent
  - b. The recommendation of the superintendent of schools
  - c. Ongoing supervision by local conference office of education personnel
  - d. The student teaching waiver does not reduce the 20 semester/30 quarter hour professional education requirement for the Basic Teaching Certificate

### **4.8 SUSPENSION OR REVOCATION OF CERTIFICATES**

Any denominational certificate issued in accordance with the provision of this manual may be suspended or revoked for any reason that is cause for not granting the same (see Section 1.4.1 and 1.4.2), and/or for any other reason as provided in the union conference education code.

The union conference education code shall identify a process for suspension or revocation that may be initiated by either the employing organization or automatically by the certification officer under certain circumstances.

### **4.9 WAIVERS OR SUBSTITUTIONS FOR INDIVIDUAL APPLICANTS**

Exceptions by waivers or substitutions authorized by the union conference Certification Review Committee are to be recorded and maintained in the teacher's permanent certification file. If a teacher transfers to another union, a current certificate will be accepted by the union. However, the union to which a teacher transfers may require that deficiencies be removed and/or special requirements be met before the certificate is renewed.

### **4.10 RENEWAL FOR OVERSEAS TEACHERS**

Overseas teachers should request renewal of certification by the certification registrar of the Pacific Union Conference.

## **SUPPLEMENTAL CERTIFICATION POLICIES**

# ALTERNATIVE TEACHING CERTIFICATION

“**A**nd you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity and seriousness of your teaching.”

— Titus 2:7 NLT

# ALTERNATE TEACHING CERTIFICATION

## 5.1 STATE OR PROVINCIALLY CERTIFIED TEACHERS

Designed to meet the needs of individuals who have not completed teacher education in an Adventist college/university and who hold a state or provincial teaching certificate but not a denominational teaching certificate.

Once it is determined that a teacher is eligible for the alternative path to a denominational teaching certificate, a Conditional certificate will be issued (See Section 2.6.3 for requirements for the renewal of the Conditional certificate).

A teaching certificate may be issued to an applicant who fulfills the following requirements:

- 5.1.1 Meets the eligibility requirements outlined in Section 1.4
- 5.1.2 Holds a current state or provincial teaching certificate in the level or subject area for which the individual is applying
- 5.1.3 Has satisfactorily completed courses in each of the following:
  - a. Philosophy of Seventh-day Adventist education
  - b. Seventh-day Adventist religion courses in Bible doctrines, Spirit of Prophecy, and Seventh-day Adventist Church history
  - c. Health principles based on the Bible and the writings of Ellen G. White
  - d. Encounter training for any individuals teaching religion
- 5.1.4 Meets the above course requirements through the following options:
  - a. Individual courses completed through an Adventist college/university
  - b. CEUs completed through the Adventist Learning Community (ALC)
  - c. Challenge examination(s) in appropriate courses offered through an Adventist college/university. Authorization must be received from the union certification officer prior to selection of the challenge examination(s).

# TEACHING EDUCATION PROGRAM ENDORSEMENT

**N***ever had the world's great men such a teacher. When the disciples came forth from the Savior's training, they were no longer ignorant and uncultured. They had become like Him in mind and character, and men took knowledge of them that they had been with Jesus."*

— Conflict and Courage, p. 282

# TEACHING EDUCATION PROGRAM ENDORSEMENT

## 6.1 INTRODUCTION

Adventist college/university teacher education programs are required to meet applicable state/provincial requirements in order to operate within their jurisdiction. For graduates completing these programs to be certificated as proscribed by this NAD PK-12 Educators' Certification Manual, teacher education programs in Adventist colleges and universities must also meet denominational standards to prepare Adventist teachers for service in Seventh-day Adventist schools.

Adventist college/university teacher education programs are authorized by the NAD Office of Education to grant Verifications of Eligibility Certificates. The program endorsement process that follows has been established to ensure consistent implementation of the pre-conditions and standards for Adventist educator certification.

## 6.2 PRECONDITION REQUIREMENTS

The following requirements are prerequisite for endorsement of the teacher education program by the NAD Certification Officers (Union Directors of Education Council).

- 6.2.1 The college/university holds current accreditation by the Adventist Accrediting Association, Inc.
- 6.2.2 The college/university holds current regional accreditation.
- 6.2.3 The teacher education program holds state/provincial and/or approval from the Council for the Accreditation of Educator Preparation (CAEP).

## 6.3 STANDARDS FOR PROGRAM ENDORSEMENT

The Standards for Teacher Education Program Endorsement identify necessary areas of training unique to the goals and needs of the Seventh-day Adventist PK-12 education system. This training is provided by education faculty who have academic qualifications and professional experiences appropriate to the courses taught. Seventh-day Adventist education is distinctive because it not only provides a strong academic program, but it also provides opportunities for students to develop spiritually, physically, and socially. Prospective teachers must have this specialized training to accomplish the important goals of Seventh-day Adventist education.

### 6.3.1 Standard 1 — Religious Preparation

To broaden the candidate's understanding of the Bible, the program includes a study of Seventh-day Adventist Church history, Spirit of Prophecy, doctrinal beliefs, and biblical content studies.

## TEACHING EDUCATION PROGRAM ENDORSEMENT

### 6.3.2 Standard 2 — Methodology for Teaching Religion

To develop the candidate's skill for teaching religion curriculum, methods of instruction in religion shall be a part of the teacher education program for all elementary education students and for those students preparing to teach religion courses at the secondary level.

### 6.3.3 Standard 3 — Principles and Philosophy of Seventh-day Adventist Education

To foster an understanding of the ministry of teaching, the teacher education program includes a study of the philosophy of Seventh-day Adventist education and integrates these principles throughout the professional education curriculum.

### 6.3.4 Standard 4 — Principles of Healthful Living

To enable the candidate to instruct and model healthful living, the program includes a study of principles and concepts of health and wellness, including those found in the Bible and writings of Ellen G. White, that contribute to the well-being of the whole person.

### 6.3.5 Standard 5 — Experiences in Multigrade Classrooms

To ensure the candidate's ability to teach in a multigrade classroom, the program for elementary education students includes instruction and experiences in a multigrade classroom of two or more grades, preferably in a small school with three or fewer teachers.

### 6.3.6 Standard 6 — Introduction to Seventh-day Adventist Curriculum Resources

To acquaint the candidate with NAD-approved textbooks and other curricular materials used in Seventh-day Adventist schools, the program includes an introduction to such materials in appropriate education courses.

### 6.3.7 Standard 7 — Experience in Seventh-day Adventist Schools

To affirm the preparation of the candidate for the ministry of teaching, the program provides for teaching experiences in a Seventh-day Adventist school.

## 6.4 TEACHER EDUCATION ENDORSEMENT PROCESS

- 6.4.1 A college/university, in preparation of having its teacher education program endorsed by the NAD Certification Officers Council, will submit a written report to the North American Division Office of Education (NADOE) indicating how the preconditions and standards for NAD-endorsed teacher education programs are being met.

## TEACHING EDUCATION PROGRAM ENDORSEMENT

- 6.4.2 A one- or two-day on-campus visit will be arranged by NADOE with the college/university. The visiting team will consist of up to three official members, one member of NADOE, one college or university education chair/dean appointed by NADOE, and one additional PK-12 leader. The team's purpose is to gather evidence that the Precondition Requirements and Standards for Program Endorsement have been met. The visiting team will prepare a recommendation concerning program endorsement for submission to the North American Division Certification Officers Council.
- 6.4.3 The NAD Certification Officers will review all reports/recommendations and take official action on teacher education program endorsement. Teacher education programs are endorsed for six-year terms. Official action will be reported to the chair/dean of the college/university teacher education program and to the respective institutional leaders.
- 6.4.4 If the teacher education program is found to not be in compliance with all standards and preconditions, the college/university will have two years to implement the recommendations in order to reach compliance. Before the end of the second year, a report will be sent to NADOE and an on-site visit scheduled, if deemed necessary. The college/university report along with any visiting team recommendation will be reviewed by the NAD Certification Officers. If the program is found to be in compliance, endorsement will be extended to the end of the six-year period. If it is found to not be in compliance, the program will be dropped from the list of endorsed programs.
- 6.4.5 Teacher education programs are endorsed for a six-year period. Endorsement must be renewed at the end of that period. The college/university will submit a report to NADOE and an on-campus visit will be scheduled during the sixth year of the program's endorsement.
- 6.4.6 If substantive changes (i.e., program realignment to meet new state/provincial requirements) are made in the program within the six-year period of endorsement, a report of these changes is to be sent to NADOE by the college/university. An on-site visit will be scheduled and recommendations made to the NAD Certification Officers, as deemed necessary.
- 6.4.7 Refer to the *Teacher Education Endorsement Program Handbook* for complete information regarding the teacher education endorsement process.



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Columbia Union Conference  
5427 Twin Knolls Road  
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410-997-3414

**[www.columbiaunion.org](http://www.columbiaunion.org)**

Lake Union Conference  
PO Box 287  
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**[www.lakeunion.org](http://www.lakeunion.org)**

Mid America Union Conference  
PO Box 6128  
Lincoln, NE 68506  
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North Pacific Union Conference  
5709 N. 20<sup>th</sup> Street  
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360-857-7000

**[www.npuc.org](http://www.npuc.org)**

Pacific Union Conference  
PO Box 5005  
Westlake Village, CA 91359  
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