



# League of Christian Schools

## Educator Certification Guide



International League  
of Christian Schools



League of Christian  
Schools

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# EDUCATOR CERTIFICATION

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The International League of Christian Schools offers teacher certification. The ILCS Teacher Certification Program provides professional certification for qualified educators desiring to pursue a ministry in Christian education. Additionally, for teachers who have been trained in secular universities and desire to acquire confidence in biblical instruction are encouraged to seek ILCS certification which includes coursework in Biblical Philosophy of Education, Old Testament Survey, New Testament Survey, and Life of Christ. Nearly all of our courses are offered fully online and many can be used to renew state teacher credentials (check with the ILCS office for verification).

## Teacher Certification Levels and Requirements

### Early Education Teacher Credential

- Entry Level (5-year)
  - Education, Training, and Experience
    - CDA, or other state issued staff credential;
    - Portfolio;
    - Formal Observation;
    - At least 480 hours of working in preschool program
  - Bible
    - Educating from a Biblical World View, or equivalent Philosophy of Christian Education course.
  - Renewal Requirements
    - 15 clock hours of professional development annually beginning July 1 of each year
- Intermediate Level (5-year)
  - Education, Training, and Experience
    - 2 year degree; or,
    - 2 years of a 4-year program;
    - To include minimum of 6 hours in early childhood education(birth to age 8);
    - Minimum of one (1) year working experience in preschool program
  - Bible
    - Educating from a Biblical Worldview, or equivalent Philosophy of Christian Education course.
    - 3 hour in Biblical Studies from Bible College or University, or;
    - 10 Continuing Education Units (CEU).
    - Credentialed clergy from a recognized denomination may be exempt from this requirement. Please send a copy of ministerial credentials with application.
  - Renewal Requirements
    - 15 clock hours of professional development annually beginning July 1 of each year
    - Completion of college course in early learning.

- Professional Level (5-year)
  - Education, Training, and Experience
    - Four year or higher degree
    - Minimum of twelve (12) hours of specific early childhood education (birth to age 8) to include areas of methods of instruction, growth and development, curriculum, health and safety.
    - Minimum of one (1) year working with preschool program
    - PEC/CET completion
  - Bible
    - Educating From A Biblical Worldview, or equivalent Philosophy of Christian Education course; and
    - 6 hour in Biblical Studies from Bible College or University, or;
    - 18 Continuing Education Units (CEU).
  - Renewal Requirements
    - 120 clock hours during the 5-year validity (must be 25 clock hours of professional development annually beginning July 1 of each year)
    - Completion of college course in early learning.
    - Completion of graduate level course in area of early learning.

## K-12 Teaching Credential

### Elementary (K-6)

- Temporary (3-year)
  - Teachers who do not fully meet the requirements for a Professional Teacher Certificate may receive a Temporary Teacher Certificate.
  - A Temporary Certificate will be issued with a letter indicating the areas of deficiency.
    - The teacher can fulfill the areas of non-compliance and resubmit for a credential upgrade.
    - If a teacher does not fulfill all required areas within the 3 years of certification, a Temporary Certificate may be renewed once for an additional three years. A temporary certificate MAY NOT be renewed more than once.
- Professional (5-year)
  - Educational Standards
    - Hold a 4-year bachelor's (teaching) or master's degree from an accredited or a recognized college or university, or;
    - Completion of a recognized teacher education program, or;
    - Minimum of 120 semester hours of undergraduate work that meets the following minimum academic requirements:
      - Fifty (50) semester hours in General Education
      - 9 hrs. Literature, Oral and Written Communication, or other Language Arts
      - 6 hrs. Psychology
      - 6 hrs. Science and Mathematics
      - 6 hrs. Social Science
      - 6 hrs. Humanities and Fine Arts
      - 17 hrs. in other courses (may include Bible and other related courses)
      - 24 hrs. in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)
        - 5 elementary methods courses
        - Student Teaching
  - Other Requirements
    - Must be employed by, or contracted by an ILCS member school, or hold a valid individual ILCS Professional membership (available at our website)
    - Biblical Studies/Christian Philosophy
      - Educating From A Biblical Worldview. or equivalent Philosophy of Christian Education course; and
      - 6 hour in Biblical Studies from Bible College or University, or;
      - 18 Continuing Education Units (CEU).

- Courses are available through several outlets. Please see the appendix at the end of this manual.
- Choose From:
  - Synoptic Gospels
  - Prison Epistles
  - Old Testament Survey
  - New Testament Survey
- Credentialed clergy from a recognized denomination may be exempt from this requirement. Please send a copy of ministerial credentials with application.
- Endorsements
  - Endorsement requirements may also be met by:
    - Completing 18 hours in the endorsement/subject area plus 6 hours of education courses
    - Passing a national or state teacher certification examination in the appropriate endorsement/subject area in lieu of the eighteen (18) credit requirement for a subject area endorsement. General Knowledge exams are NOT acceptable toward the subject area requirement.
  - Endorsement Areas:
    - Music
    - Drama/Speech
    - Art
    - Physical Education/Health
    - Bible
    - English
    - Foreign Language
    - Math
    - Science
    - Social Studies
    - Computer/Technology
- Renewal Requirements
  - 3 semester hours in Biblical studies; and
  - 3 semester hours in educational studies; or
  - 12 CEUs or 120 clock hours of verified professional development
  - To renew an endorsement, 20 hours of professional development must be in the endorsement area.

### **Secondary (7-12)**

- Temporary (3-year)
  - Teachers who do not fully meet the requirements for a Professional Teacher Certificate may receive a Temporary Teacher Certificate.
  - A Temporary Certificate will be issued with a letter indicating the areas of deficiency.

- The teacher can fulfill the areas of non-compliance and resubmit for a credential upgrade.
- If a teacher does not fulfill all required areas within the 3 years of certification, a Temporary Certificate may be renewed once for an additional three years. A temporary certificate MAY NOT be renewed more than once.
- Professional (5-year)
  - Educational Standards
    - Hold a 4-year bachelor's (teaching) or master's degree from an accredited or a recognized college or university, or;
    - Completion of a recognized teacher education program, or;
    - Minimum of 120 semester hours of undergraduate work that meets the following minimum academic requirements:
      - Fifty (50) semester hours in General Education
      - 9 hrs. Literature, Oral and Written Communication, or other Language Arts
      - 6 hrs. Psychology
      - 6 hrs. Science and Mathematics
      - 6 hrs. Social Science
      - 6 hrs. Humanities and Fine Arts
      - 17 hrs. in other courses (may include Bible and other related courses)
      - 24 hrs. in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)
        - 1 secondary methods course
        - Student Teaching
  - Other Requirements
    - Must be employed by, or contracted by an ILCS member school, or hold a valid individual ILCS Professional membership (available at our website)
    - Biblical Studies/Christian Philosophy
      - Educating From A Biblical Worldview. or equivalent Philosophy of Christian Education course; and
      - 6 hour in Biblical Studies from Bible College or University, or;
      - 18 Continuing Education Units (CEU).
      - Courses are available through several outlets. Please see the appendix at the end of this manual.
      - Choose From:
        - Synoptic Gospels
        - Prison Epistles
        - Old Testament Survey
        - New Testament Survey

- Credentialed clergy from a recognized denomination may be exempt from this requirement. Please send a copy of ministerial credentials with application.
- Endorsements
  - Endorsement requirements may also be met by:
    - Completing 18 hours in the endorsement/subject area plus 6 hours of education courses
    - Passing a national or state teacher certification examination in the appropriate endorsement/subject area in lieu of the eighteen (18) credit requirement for a subject area endorsement. General Knowledge exams are NOT acceptable toward the subject area requirement.
  - Endorsement Areas:
    - Music
    - Drama/Speech
    - Art
    - Physical Education/Health
    - Bible
    - English
    - Foreign Language
    - Math
    - Science
    - Social Studies
    - Computer/Technology
- Renewal Requirements
  - 3 semester hours in Biblical studies; and
  - 3 semester hours in educational studies; or
  - 12 CEUs or 120 clock hours of verified professional development
  - To renew an endorsement, 20 hours of professional development must be in the endorsement area.

### **All-Levels Teaching Credential**

- Temporary (3-year)
  - Teachers who do not fully meet the requirements for a Professional Teacher Certificate may receive a Temporary Teacher Certificate.
  - A Temporary Certificate will be issued with a letter indicating the areas of deficiency.
    - The teacher can fulfill the areas of non-compliance and resubmit for a credential upgrade.
    - If a teacher does not fulfill all required areas within the 3 years of certification, a Temporary Certificate may be renewed once for an additional three years. A temporary certificate MAY NOT be renewed more than once.
- Professional (5-year)
  - Educational Standards



- Hold a 4-year bachelor's (teaching) or master's degree from an accredited or a recognized college or university, or;
- Completion of a recognized teacher education program, or;
- Minimum of 120 semester hours of undergraduate work that meets the following minimum academic requirements:
  - Fifty (50) semester hours in General Education
  - 9 hrs. Literature, Oral and Written Communication, or other Language Arts
  - 6 hrs. Psychology
  - 6 hrs. Science and Mathematics
  - 6 hrs. Social Science
  - 6 hrs. Humanities and Fine Arts
  - 17 hrs. in other courses (may include Bible and other related courses)
  - 24 hrs. in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)
    - 3 elementary methods courses; and
    - 1 secondary methods course
    - Student Teaching
- Other Requirements
  - Must be employed by, or contracted by an ILCS member school, or hold a valid individual ILCS Professional membership (available at our website)
  - Biblical Studies/Christian Philosophy
    - Educating From A Biblical Worldview. or equivalent Philosophy of Christian Education course; and
    - 6 hour in Biblical Studies from Bible College or University, or;
    - 18 Continuing Education Units (CEU).
    - Courses are available through several outlets. Please see the appendix at the end of this manual.
    - Choose From:
      - Synoptic Gospels
      - Prison Epistles
      - Old Testament Survey
      - New Testament Survey
    - Credentialed clergy from a recognized denomination may be exempt from this requirement. Please send a copy of ministerial credentials with application.
- Endorsements
  - Endorsement requirements may also be met by:
    - Completing 18 hours in the endorsement/subject area plus 6 hours of education courses
    - Passing a national or state teacher certification examination in the appropriate endorsement/subject area in lieu of the eighteen (18) credit

requirement for a subject area endorsement. General Knowledge exams are NOT acceptable toward the subject area requirement.

- Endorsement Areas:
  - Music
  - Drama/Speech
  - Art
  - Physical Education/Health
  - Bible
  - Foreign Language
  - Computer/Technology
- Renewal Requirements
  - 3 semester hours in Biblical studies; and
  - 3 semester hours in educational studies; or
  - 12 CEUs or 120 clock hours of verified professional development
  - To renew an endorsement, 20 hours of professional development must be in the endorsement area.

# Administrator Certification Levels and Requirements

## Administrator Credential

- Temporary (3-year)
  - Administrators who do not fully meet the requirements for a Professional Administrator Certificate may receive a Temporary Administrator Certificate.
  - A Temporary Certificate will be issued with a letter indicating the areas of deficiency.
    - The administrator can fulfill the areas of non-compliance and resubmit for a credential upgrade.
    - If an administrator does not fulfill all required areas within the 3 years of certification, a Temporary Certificate may be renewed once for an additional three years. A temporary certificate MAY NOT be renewed more than once.
- Professional (5-year)
  - Educational Standards
    - Hold a 4-year bachelor's (teaching) or master's degree from an accredited or a recognized college or university;
  - Other Requirements
    - Must be employed by, or contracted by an ILCS member school, or hold a valid individual ILCS Professional membership (available at our website)
    - Biblical Studies/Christian Philosophy
      - Educating From A Biblical Worldview. or equivalent Philosophy of Christian Education course; and
      - 6 hour in Biblical Studies from Bible College or University, or;
      - 18 Continuing Education Units (CEU).
      - Courses are available through several outlets. Please see the appendix at the end of this manual.
      - Choose From:
        - Synoptic Gospels
        - Prison Epistles
        - Old Testament Survey
        - New Testament Survey
      - Credentialed clergy from a recognized denomination may be exempt from this requirement. Please send a copy of ministerial credentials with application.

## Administrator Credential Endorsements

- Early Education ("Director Credential")
  - A minimum of 24 semester hours in child development or early childhood education; and
  - A minimum of 9 semester hours in administration/business; or
  - Completion of the ILCS 45-hour Child Care Management Course, or an equivalent;
  - Current first aid card (must show expiration dates)
  - Current infant/child CPR cards (must show expiration dates)
  - Renewal Requirement

- Current first aid card (must show expiration dates)
  - Current infant/child CPR cards (must show expiration dates)
  - Completion of 6 clock hours in Bible
  - Completion of 50 clock hours in early childhood or related field
- Elementary School (K-6)
  - Thirty (30) hours in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)
    - Student Teaching at elementary level
    - 6 hrs. graduate level educational administration courses
      - The 6 hour graduate requirement will be waived for the successful completion of a national or state educational leadership examination.
  - Renewal Requirements
    - 6 semester hours in educational field; or
    - 12 CEUs, or 120 clock hours of verified professional development.
- Secondary School (7-12)
  - Thirty (30) hours in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)
    - 1 secondary methods course; and
    - Student Teaching at secondary level
    - 6 hrs. graduate level educational administration courses
      - The 6 hour graduate requirement will be waived for the successful completion of a national or state educational leadership examination.
  - Renewal Requirements
    - 6 semester hours in educational field; or
    - 12 CEUs, or 120 clock hours of verified professional development.
- All School (K-12)
  - Thirty (30) hours in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)
    - 2 elementary methods courses; and
    - 1 secondary methods course; and
    - Student Teaching at elementary OR secondary level
    - 6 hrs. graduate level educational administration courses
      - The 6 hour graduate requirement will be waived for the successful completion of a national or state educational leadership examination.
  - Renewal Requirements
    - 6 semester hours in educational field; or
    - 12 CEUs, or 120 clock hours of verified professional development.
- Superintendent (Preschool through K12, or multiple campus)
  - Thirty-three (33) hours in Educational Studies (Ordained clergy from a recognized denomination may be exempt from this requirement. Please send ordination certificate or letter with application.)

- 2 elementary methods courses; and
- 1 secondary methods course; and
- Student Teaching at elementary OR secondary level
- 18 hrs. graduate level educational administration courses
- Renewal Requirements
  - 6 semester hours in educational field; or
  - 12 CEUs, or 120 clock hours of verified professional development.

## Appendix

Christian schools are distinct from public schools in a lot of areas. However, there exists no more significant distinction than Biblical instruction. ILCS schools adhere to a basic belief that the Bible is the hinge upon which the door of all knowledge must swing. Unfortunately, a teacher cannot impart what he or she does not possess.

It is the desire of this agency, as has been demonstrated and required through the teacher certification process, that all teachers possess proficient understanding of scripture and basic doctrine. To the end, ILCS has created several ways through which a teacher may gain this knowledge. These programs are significantly helpful for teachers who have been trained in secular universities where formal instruction in God's Word is often not taught.

To meet the Bible requirement teachers can pursue the following:

### Formal College Coursework

A teacher can enroll in any of the AG universities for Bible course credit. ILCS has forged partnerships with both Southeastern University (Lakeland, FL), and Southwestern Assemblies of God University (Waxahachie, TX). However, all of the following are acceptable (more information is available at <http://colleges.ag.org/students/overviews.cfm>):

- American Indian College
- Assemblies of God Theological Seminary\*
- Berean School of the Bible
- Caribbean Theological College
- Central Bible College\*
- Evangel University
- Global University\*
- Latin American Bible Institute – California
- Latin American Bible Institute – Texas
- Native American Bible College
- North Central University
- Northwest University
- Southeastern University\*
- Southwestern Assemblies of God University\*
- Trinity Bible College
- Valley Forge Christian College\*
- Vanguard University\*
- Western Bible College
- Zion Bible College

Other colleges and universities may be accepted, but please be sure that the school is fully accredited and recognized by the Council for Higher Education Accreditation.

## **District School of Ministry**

DSOMs feature live instruction at a location usually a few hours from home. Though the exact format, schedule and registration particulars are unique to each school, all DSOM programs require a minimum of five hours of classroom instruction and an exam per course.

Prior to class time students must read the textbook and answer related study questions. Courses require anywhere from 15 to 25 hours of individual preparation and study.

Hundreds of students have already found DSOM to be the answer for fitting Bible training into their existing life schedule. Consider the benefits:

- Convenience
- Affordability
- Training by educated and experienced church leaders
- Perspectives and questions shared in a classroom filled with students who have years of experience with churches and ministry in the same district
- Networking opportunities with district leaders and fellow ministers
- Motivation to complete coursework in time for scheduled dates

Please visit the DSOM website, <http://www.adsom.org/partnership-schools/>, to find the closest site to you.

## **Local Bible Training**

Understanding the needs and uniqueness of the local church, ILCS has created provisions that allow us to recognize formal Bible training that is provided for and received in the local church. To facilitate this method, ILCS must receive the appropriate MIS Forms from the Master In-service Plan in order to validate the actual course studies, the hours covered, and the qualifications of the person doing the teaching. A local Bible course should focus on one of the core classes required for certification. Contact the ILCS office for more information.

## Portfolio Requirements

### Qualifications:

Minimum 5 years full-time teaching experience in a traditional classroom, or, experience outside of a classroom that renders the individual uniquely qualified for the subject (e.g., a music teacher who spent 10 or more years as a professional musician, or has demonstrated unique skills as a musician, a licensed and experienced auto mechanic, or an Apple certified technician with experience teaching computer skills, for example).

### Portfolio/Justification

Put together a portfolio that demonstrates excellence of instruction. Portfolio should include:

- Standardized test results that show student gains under your instruction.
  - Assessment data must cover at least 4 years.
  - Assessment data must include same class scores from prior year.
- Letters of recommendation from supervisors, peers, and parents.
- Observations and evaluations
  - All observations or evaluations performed (at least one each year) during tenure.
  - Examples of evaluation results that guided professional development and improved instruction.
  - Must include the LCS PEAPs observation tool (available in member portal)
- Exemplar samples of work that students have done under your instruction
- A letter of request for certification from your current head of school to include
  - The position for which you are being considered
  - Any experience he/she may have with you and general observations of your pedagogical skills and professional quality.
- Folio of Educationally Accomplished Practices (available in member portal).

Submit all the above to

League of Christian Schools  
Attn: Educator Certification  
P. O. Box 24687  
Lakeland, FL 33802



**Verification of Inservice**

Applicant Information

Certificate# or Social Security Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Middle Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Period of Professional Learning Program Participation for Certificate Renewal

Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ending Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

List Subjects to be Renewed and Method by Which Renewal Credits or Points Were Earned for Each Subject

Certificate Subject(s) To Be Renewed	Master	College Credit (if used for inservice points)		
	Points Earned	Semester Hours	Course Prefix & Course	Name of Institution

Inservice Credit Must Be Completed Through an Approved ILCS/FLOCS Master Inservice Plan (MIP)

By my signature below, I hereby verify that this applicant satisfactorily participated in an approved ILCS master inservice program and earned \_\_\_\_\_ points to renew the certificate subjects shown above.

Approved Master Inservice Plan (MIP) Authority:

\_\_\_\_\_  
District or Private Organization other than ILCS/FLOCS

By my signature, I certify the data entered on this form is true and accurate and that validating documentation for all the above is maintained by the school.

\_\_\_\_\_  
Signature of Authorized School Official Date

\_\_\_\_\_  
Printed Name and Title of Authorized School Official

\_\_\_\_\_  
Name of School City and State of School