



# Renewal Certification Application

## Contact Information

ACSI Certification Registration Number (if applicable) \_\_\_\_\_ Social Security Number (Last 4 digits) \_\_\_\_\_

Mr.  Miss  Mrs.  Ms.

Mail Certificate To:  School  Personal Address

\_\_\_\_\_  
Last Name First Name Middle Name Maiden Name

\_\_\_\_\_  
Street Address or Post Office Box E-mail

\_\_\_\_\_  
City State/Province Country Zip Code/Mail Code Home Phone/Cell Phone

\_\_\_\_\_  
Christian School Where Presently Employed (if applicable) School Contact Person and Phone Number

\_\_\_\_\_  
Street Address or Post Office Box

\_\_\_\_\_  
City State/Province Country Zip Code/Mail Code

\_\_\_\_\_  
School Phone School Fax

## Statement of Faith

1. **I believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. **I believe** there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. **I believe** in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. **I believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. **I believe** in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28–29).
6. **I believe** in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. **I believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).

## Affirmation

I hereby affirm by my signature that I subscribe to the ACSI Statement of Faith as it is written and attest that I have not been convicted of a felony, a crime of moral turpitude, or a crime involving child abuse, nor do I have a record of a founded charge of child abuse.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# ACSI Renewal Certification Application

## Early Education (Birth–Pre-K) Certification:

Please mark the area you are applying for:

\$50 U.S./\$60 Canadian  
for each box checked

**Provisional Certificate**

- Copy of ACSI Principles and Practices of Christian Early Education course certificate of completion
- Letter from administrator/director stating length of time employed and validation that candidate has met state and local regulatory requirements, including appropriate background screenings
- Copies of valid first aid and infant/child CPR cards (must show expiration dates)
- Validation of 6 clock hours in Bible
- Completion of a minimum of 60 professional clock hours

**Associate Certificate**

- Letter from administrator/director stating length of time employed and validation that candidate has met state and local regulatory requirements, including appropriate background screenings
- Copies of valid first aid and infant/child CPR cards (must show expiration dates)
- Validation of 12 additional clock hours in Bible
- Validation of 30 additional clock hours of professional growth

**Teacher Certificate**

- Letter from administrator/director stating length of time employed and validation that candidate has met state and local regulatory requirements, including appropriate background screenings
- Copies of valid first aid and infant/child CPR cards (must show expiration dates)
- Validation of 12 additional clock hours in Bible
- Validation of 30 additional clock hours of professional growth

**Director Certificate**

- Validation of first aid and infant/child CPR cards (must show expiration dates)
- Completion of 12 additional clock hours in Bible
- Completion of 50 additional clock hours of professional growth in early childhood education/administration

---

## Kindergarten–Grade 12 Certification:

(If you are applying for a different area of certification, please use the initial application)

\$50 U.S./\$60 Canadian  
for each box checked

### Teacher:

- Elementary Teacher
- Secondary Teacher
- Canadian Teacher
- All-Levels Teacher

### Specialist: (requires at least 24 semester hours in requested area)

- Bible
- School Counselor
- Library/Media
- Special Education
- Reading
- Computer Specialist

### Administrator:

- Elementary Principal
- Athletic Director
- Superintendent
- All-Levels Principal
- Secondary Principal
- Executive Director

# ACSI Renewal Certification Application

## Kindergarten–Grade 12 Certification Process:

1. Fill out and submit the application.
2. Submit verification of all renewal or upgrade requirements as listed on the Credit Evaluation\* and Recommendation form.
3. Submit the application fee of \$50 per level of certification unless you are
  - a. Upgrading to Lifetime\*\*
  - b. Upgrading a certificate within 6 months of the evaluation date of current certificate\*\*\*

***Instead of sending items piecemeal, please send only completed packets of renewal/upgrade materials.***

\*A Credit Evaluation and Recommendation form is attached to the bottom of each ACSI certificate. This form lists the renewal and/or upgrade requirements, which must be completed before another ACSI certificate can be issued. You do not need to submit the Credit Evaluation and Recommendation form.

\*\***Lifetime certificate:** If you are renewing an ACSI Professional certificate (**not Temporary or Standard**), please send a letter from an administrator or a school board chair stating that you have completed a minimum of 5 years as a teacher or an administrator in a Christian school setting. This letter, along with proof of the renewal requirements and the **\$60 U.S./\$70 Canadian** lifetime application fee, will ensure a Lifetime certificate from ACSI.

\*\*\*If you are upgrading your current certificate within the first six months of the issue date on your current certificate, the fee is \$10 (\$20 if upgrading from Professional to Lifetime); after the initial 6 months the fee is \$50 (\$60 for Lifetime).

Education credit hours from a college/university are acceptable only if the college/university is accredited. For a list of accredited colleges/universities, refer to the book *Accredited Institutions of Postsecondary Education* (Washington, DC: American Council on Education), which may be available in your local library or online at [www.chea.org](http://www.chea.org).

## Payment Options:

Rush Process  Yes  No (Please include additional \$25; will be processed in 5 business days.)

Check (included) for \$ \_\_\_\_\_ U.S. funds / \$ \_\_\_\_\_ Canadian funds made payable to ACSI

Money Order (included) for \$ \_\_\_\_\_ U.S. funds / \$ \_\_\_\_\_ Canadian funds made payable to ACSI

Credit Card Type and Number: \_\_\_\_\_

Expiration Date \_\_\_\_\_

Cardholder's name as it appears on the card \_\_\_\_\_

I authorize ACSI to charge my account in the amount of \$ \_\_\_\_\_ in U.S. funds.

Authorized Signature \_\_\_\_\_

*Please read and complete your application carefully. If your application is incomplete for any reason other than the omission of transcripts that will be coming later from an educational institution, your materials will be returned to you with a note explaining what is lacking. A \$10 processing fee must be included when resubmitting materials within 6 months of an incomplete application. Please do NOT staple or tape pages or payment. Please note that \$10 of the application fee is nonrefundable.*