

## Application for ACSI Teacher & Administration Certificate

**Notice:**

이 신청서는 ACSI에 제출하는 것입니다. ACSI기관이 교사 인증서 신청과 관련하여 GMU에서 수강한 과목과 또한 타 학교에서 취득한 과목들을 직접 검토하여 필요한 과목들을 다 수강하고 자격이 인정되는 신청자들에게 자격증을 발행합니다. 현재 ACSI에서 관리하는 자격증의 종류에 대해서 GMU 학생들은 자신이 GMU에서 수강한 프로그램과 과목들을 검토하여 어떤 자격증을 신청하는 것이 효과적인지 판단하고 신청해야 합니다. 신청하는 ACSI 자격증에서 요구하는 과목들을 다 수강하지 못했을 경우에는 GMU 또는 다른 인정되는 학교에서 필요한 분야의 학점을 추가로 취득해야 합니다.

This application is to be submitted to ACSI. The ACSI institution directly reviews the courses taken at GMU as well as courses acquired at other schools in connection with the application for teacher certification, and issues certificates to applicants who have taken all necessary courses and are recognized for their qualifications. Currently, the types of certifications are managed by ACSI. GMU students should review the programs and subjects they have taken at GMU to determine which qualifications are most effective for them to apply for. If you have not taken all of the courses required for the ACSI certification you are applying for, you will need to acquire additional credits in the required field from GMU or another recognized school.

**Student Information (학생정보)**

Name(신청자이름)	First	Last	Student ID (학생ID)
Address (주소)			
Email (이메일)			Phone No. (전화번호)

**Christian School Presently Employed (IF Applicable)(학교근무정보- 해당자)**

School Name		School Contact Person	
Address (주소)			
Email (이메일)			Phone No. (전화번호)

**Applying for Teacher (교사신청구분)**

Application	Certification Area	Certification Level
<input type="checkbox"/> First- Time  <input type="checkbox"/> Renewal	<input type="checkbox"/> Early Education Teacher (Birth–PreK)  <input type="checkbox"/> Bible Specialist  <input type="checkbox"/> School Counselor  <input type="checkbox"/> Computer Teacher <input type="checkbox"/> Music Teacher	<input type="checkbox"/> Temporary 2years  <input type="checkbox"/> Standard 5 years  <input type="checkbox"/> Professional 5 years

### Applying for Administrator (행정신청구분)

Application	Certification Area	Certification Level
<input type="checkbox"/> First- Time <input type="checkbox"/> Renewal	<input type="checkbox"/> Early Education Director (Birth–PreK) <input type="checkbox"/> Elementary Principal <input type="checkbox"/> All Levels Principal <input type="checkbox"/> Assistant Administrator <sup>1</sup> <input type="checkbox"/> Head of School <sup>2</sup> <input type="checkbox"/> Executive Director <sup>3</sup>	<input type="checkbox"/> Temporary 2years <input type="checkbox"/> Standard 5 years <input type="checkbox"/> Professional 5 years

Student Signature(서명)

Date(날짜)

**\*신청서 접수와 서류 검토비용은 \$150 입니다. GMU 수강 성적표 발행, 필요한 서류 검토, ACSI와의 교신 등을 위한 비용입니다. 이 비용은 행정적 절차를 위한 검토와 접수 대행을 위한 비용 이기 때문에 자격증을 실제로 받든지 받지 못하든지 상관없이 납부해야 하는 반환불가 (Non-refundable) 비용입니다. 신청 후 처리기간은 일반적으로 10일 업무 처리기간이 필요합니다.**

**\*The fee for filing an application and reviewing documents is \$150. This fee includes the cost of issuing GMU transcripts, reviewing required documents, and communicating with ACSI. These fees are non-refundable fees that must be paid regardless of whether or not you actually receive your certification because these fees are for review and filing for administrative procedures. The processing period after the application is usually 10 business days.**

#### Office Use Only

Application Received	Administrative officer's Signature		
Fee Received	Financial Department's Signature		
Approved	Director of Administrator's Signature		
Memo			

## Teacher Evaluation Worksheet for Application

### Early Education Teacher (Birth–PreK)

Temporary (3yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Associate or Bachelors <input type="checkbox"/> First Aid / CPR	<input type="checkbox"/> Associate or Bachelors <input type="checkbox"/> Education Courses: 6 Credits <input type="checkbox"/> Bible Course: 12 Clock hours (2CEU) <input type="checkbox"/> Principles & Practices of Christian Early Education	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 6 Credits <input type="checkbox"/> Bible Course: 24 Clock hours (4 CEU) <input type="checkbox"/> Principles & Practices of Christian Early Education

### Bible Specialist

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Bible Courses: 18 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Bible Course: 36 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)	<input type="checkbox"/> Master <input type="checkbox"/> Education Course: 9 Credits <input type="checkbox"/> Bible Course: 39 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)

### School Counselor

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Counseling Courses: 12 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Counseling Courses: 21 Credits <input type="checkbox"/> <b>School Counseling</b> : 9 Credits <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)	<input type="checkbox"/> Master <input type="checkbox"/> Counseling Courses: 21Credits <input type="checkbox"/> <b>School Counseling</b> : 15 Credits <input type="checkbox"/> Biblical Courses: 9 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)

**School Counseling** specific course work can include: School Counseling, Career Development and Planning, Counseling Techniques in Schools, Academic and Career Counseling, Child and Adolescent Counseling in Schools, College Advising, etc.

**Computer Teacher**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Computer Courses: 12 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education courses: 6 Credits <input type="checkbox"/> Computer Courses: 24 Credits <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 9 Credits <input type="checkbox"/> Computer Courses: 24 Credits <input type="checkbox"/> Master Computer Courses: 6 Credits <input type="checkbox"/> Biblical Courses: 9 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> Student Teaching

**Music Teacher**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Music Courses: 12 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education courses: 6 Credits <input type="checkbox"/> Music Courses: 24 Credits <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 9 Credits <input type="checkbox"/> Music Courses: 24 Credits <input type="checkbox"/> Master Music Courses: 6 Credits <input type="checkbox"/> Biblical Courses: 9 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> Student Teaching

The student teaching requirement can be waived via a letter from your supervisor stating you have performed the full duties of a classroom teacher for at least 2 years full-time at the elementary and/or secondary levels.

## Administration Evaluation Worksheet for Application

### Early Education Director

Temporary(3yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> First Aid / CPR	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 18 Credits <sup>4</sup> <input type="checkbox"/> Principles & Practices of Christian Early Education <input type="checkbox"/> Biblical Course: 12 Clock Hours (2 CEU) <input type="checkbox"/> First Aid / CPR	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 18 Credits <sup>4</sup> <input type="checkbox"/> Principles & Practices of Christian Early Education <input type="checkbox"/> Biblical Course: 24 Clock Hours (4 CEU) <input type="checkbox"/> First Aid / CPR

### Elementary Principal

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 24 Credits <sup>5</sup> + ST <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching

### All Levels Principal

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 36 Credits <sup>7</sup> + ST <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching

**Assistant Administrator**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Letter from the Head of School <sup>1</sup>	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 24 Credits <sup>5</sup> + ST <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching

**Head of School**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Letter from the School Board Chair <sup>2</sup>	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST or 24 Credits + Mentorship <sup>8</sup> <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 36 Credits <sup>9</sup> + ST or 30 Credits + Mentorship <sup>8</sup> <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching

**Executive Director**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Letter <sup>3</sup> from the School Board Chair	<input type="checkbox"/> MA / MS <input type="checkbox"/> Education Courses: 3 credits <sup>10</sup> in Graduate level college business or educational leadership <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE	<input type="checkbox"/> MA / MS <input type="checkbox"/> Education Courses: 12 credits in Graduate level college business or educational leadership <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> No Letter Required <sup>11</sup>

**Note**

- 1.Requires a letter from the Head of School stating your position in the school and verifying one year served in stated position.
- 2.Requires a letter from the school board chair verifying that you have served at least 1 year as the chief school

officer and have at least 1 principal serving under your direction.

3. Requires a letter from School Board Chair verifying one educational leader working under you.
4. 9 credits in early childhood / child development & 9 credits in administration / business coursework.
5. 18 credits in education course & 6 credits in Graduate Level in educational administration.
6. 18 credits in education course & 12 credits in Graduate Level in educational administration.
7. 21 credits in education course & 15 credits in Graduate Level in educational administration.
8. completion of an approved mentorship program take place of 6 of credit hours.
9. 18 credits in education course & 18 credits in Graduate Level in educational administration.
10. completion of an approved mentorship program take place of 3 of credit hours.
11. if applicant has 18 graduate hours or degree in educational leadership, no letter is required