

ASIA PACIFIC THEOLOGICAL ASSOCIATION

TEACHER CERTIFICATION COMMISSION

A. Authorization and Relationships

Teacher certification is a service of the Asia Pacific Theological Association (APTA), authorized by its Constitution (Article XIII) and Bylaws (Article XII). The Teacher Certification Commission (TCC) exists to provide a teacher certification program to individual members and teachers of members schools of APTA who desire it. The TCC reports to the Executive Board of APTA and through it to the Association. The Commission relates to the Association office and conducts its correspondence through the Office of the APTA Executive Director.

B. Purposes and Functions of the TCC

1. The primary purposes of the TCC are to:
 - a. provide teacher certification for individuals,
 - b. encourage continuous effort to improve the quality and strengthen the effectiveness of teachers,
 - c. structure criteria and levels of certification and provide a means of granting certification
2. In order to achieve these purposes, the TCC fulfills the following functions:
 - a. To establish and implement the certification appeal process;
 - b. To formulate and propose revisions in operational policies for certification to the Executive Board;
 - c. To receive, classify, and process applications for certification;
 - d. To grant, deny, or revoke certification;
 - e. To establish and implement the certification appeal process.

The TCC meets at regularly scheduled times. Decisions regarding applications that clearly meet certification requirements are processed by the Executive Director. Matters of judgment go to the TCC for consideration at regular meetings. Any revocation action will be determined by the TCC. Appeals are directed to the APTA Executive Board.

TEACHER CERTIFICATION

Teacher certification is a service of APTA provided for members who choose to participate. It is defined by this Association to mean that an individual has fulfilled the objective criteria enumerated in this handbook for specific levels of recognition. These criteria provide for confirmation of the applicant's character, doctrinal integrity and qualifications as a teacher.

The TCC certifies individuals at the following levels: ***Provisional Basic; Basic, Provisional Standard, Standard, Professional, Advanced Professional, and Honorary***. Each level has specific requirements and terms involving periods of validity and renewability.

THE BENEFITS OF TEACHER CERTIFICATION

Certificate can provide:

1. Formal recognition of an individual teacher's training and experience;
2. Incentive for teachers to continue developing their professional skills;
3. Guidelines for faculty selection, evaluation, and retention;
4. Assistance as a school progresses toward accreditation;
5. Common standards for teachers at specific levels of professional development.

BASIC REQUIREMENTS FOR TEACHER CERTIFICATION

An individual, to be considered for certification , must:

1. Be a member of APTA in good standing.
2. Agree with the Statement of Fundamental Truths stated in Article III of the APTA Constitution.
3. Demonstrate exemplary Christian character.
4. Give evidence of being in good standing with his/her denomination or local church, if the applicant is not a credentialed minister.
5. Have completed at least 96 credit units of post secondary education or its equivalent. (By definition a credit unit is equal to 750 minutes of classroom time plus a final exam or equivalent.)

Units are recognized from schools that are:

- APTA members
- Accredited by any association which is a member of ICAA
- Accredited by regionally-recognized associations
- Affiliated with or recognized by the applicant's General Council.

Units from other schools are evaluated by the TCC on a case-by-case basis.

APPLICATION PROCEDURE

A. INITIAL APPLICATION STEPS

1. Steps by Applicant

Before formal application is made, the individual should determine whether Basic requirements for the level of certification desired have been met.

- a) The applicant will send a completed Application Form to the APTA Office (An application packet may be obtained from the APTA Office or a member school.)
- b) The applicant must arrange for the school at which he/she currently teaches or the one most recently served to send the Experience Reference Form to the APTA Office.
- c) The applicant must arrange for official transcripts (in English) of post-secondary education to be sent to the APTA Office directly from the school (s) issuing the transcript(s).
- d) The applicant must arrange for the Character Reference Form to be sent directly to the APTA Office by an official of his/her church or denomination.

2. APTA Office Actions

- a) The APTA Office will periodically send a list of applicants to all General Councils of the Assemblies of God in the Asia Pacific Region. Any information General Council officials may provide to the APTA Office will be considered in the application approval process.
- b) After receiving all required application documents, the TCC will make a decision regarding the certification level and advise the applicant of the action taken.

B. RENEWAL

1. Approximately six months before an individual's certification expires, the APTA Office will send the certificant an Application Form for Renewal. The certificant is responsible for returning this form to the APTA Office before the expiration date.
2. Renewal applications received after certification has expired will be subject to a reinstatement fee.

C. UPGRADES

1. The certificant desiring consideration for upgrade is responsible for submitting an Upgrade Application Form to the APTA Office.
2. The certificant must arrange for official transcripts (in English) to be sent by credit-granting institution directly to the APTA Office verifying additional academic units and/or degrees.
3. If requested by the TCC, the certificant arranges for his/her school to send an Experience Reference Form for the desired upgrade to the APTA Office.

D. HONORARY CERTIFICATION

The member school desiring honorary certification for an individual must submit an Honorary Application Form to the APTA Office. The TCC may request substantiating information.

CERTIFICATION LEVELS, TERMS AND REQUIREMENTS

LEVEL	PROVISIONAL BASIC	BASIC	PROVISIONAL STANDARD	STANDARD	PROFESSIONAL	ADVANCED PROFESSIONAL
TERM	5-year Renewable once	5-year Renewable	5-year Non-renewable	5-year Renewable	10-year Renewable	Lifetime
ACADEMIC REQUIREMENTS	96 units (Experience substituted as one year = 13 units, up to 65 units)	96 academic units (6 units of Education & 12 units of Bible/Theology)	Bachelor's Degree	Bachelor's Degree (9 units of Education & 12 units of Bible/Theology)	Graduate Degree (9 units of Education & 12 units of Bible/Theology)	Earned Doctorate: Th.M. or its equivalent (all requirements for Professional Certification)
TEACHING EXPERIENCE		3 years		3 years	3 years	10 years

A. LEVELS AND TERMS

Each certificate is granted for five years, except the Professional, which is for ten years, and the Advanced Professional which is a lifetime certificate.

1. The Provisional Basic Certificate is renewable for only one additional five-year period.
2. The Provisional Standard Certificate is non-renewable.
3. The Basic and Standard Certificates are renewable at five-year intervals.
4. The Professional Certificate is renewable at ten year-intervals.

B. PROVISIONAL CERTIFICATION

For both the Basic and Standard levels, a Provisional Certificate may be granted on a five-year basis. These certificates do not require any teaching experience or specific units in Bible/Theology or Education.

C. GENERAL ACADEMIC UNITS REQUIRED

For the Basic Certificate, ninety six academic units are required . For the Provisional Basic Certificate, experience in ministry/teaching may be substituted for units on the basis of one year for thirteen units up to a maximum of sixty five units.

D. SPECIFIC ACADEMIC UNITS REQUIRED

Except for the Provisional levels, a minimum of twelve units of Bible/Theology are required. Teaching-related education units are also required: six for the Basic Certificate, and nine for the Standard, Professional, and Advanced Professional Certificates. Bible/Theology and education units may be included in the required diploma or degree, or they may be in addition to it.

E. DEGREES REQUIRED

For the Standard Certificate, a bachelor's degree is required. The Professional Certificate requires an earned graduate degree, and the Advanced Professional Certificate requires an earned doctorate or Th. M. (or its equivalent).

F. TEACHING EXPERIENCE REQUIRED

Three years of teaching experience are required for each level except the Advanced Professional Certificate level which requires ten years. At least three courses or 78 clock hours of teaching within a school year will be accepted as one year of teaching experience. No more than one year of teaching experience will be credited for any twelve month period. The teaching experience may be at any level of school based

teaching for the Basic level, but must be post secondary teaching for the Standard level or above.

G. HONORARY CERTIFICATION

Honorary certification may be granted to an individual based upon an application by member institution. It will apply to teaching in that specific institution and for a term specified by the Commission. The qualifications are determined by the TCC. This certification is intended to recognize outstanding accomplishment in a specific area of ministry as well as proven competency to teach.

LOSS AND RESTORATION

A. SUSPENSION

Certification is suspended when individual APTA membership lapses. The certificate is to be returned to the APTA Office in such instances.

B. VOLUNTARY SURRENDER

A certificant who disagrees with the Statement of Fundamental Truths as specified in the APTA Constitution, Article III, or who violates Christian conduct or professional ethics should voluntarily surrender his/her certificate.

C. REVOCATION

A certificate may be revoked by the TCC at any time if there is sufficient evidence that the holder is found to be guilty of violating Christian standards of conduct or professional ethics or deviating from the Statement of Fundamental Truths.

D. NOTIFICATION AND APPEAL

1. A person charged with a violation shall be notified of the charges against him/her and given opportunity to provide a defense in writing or in person to the TCC.
2. Decisions of the TCC regarding the level assigned, denial, or loss of certification may be appealed to the APTA Executive Board. Any appeal must be made within 120 days after notification of action taken has been posted to the certificant. The appeal must be in writing addressed to the APTA Office, signed by the certificant concerned, and specify the basis of the appeal. The subsequent decision of the APTA Executive Board shall be considered final.
3. If certification is revoked upon conclusion of the process, the last employing institution of record will be notified.

E. RESTORATION

Restoration may be requested by submitting a new application to the APTA Office.

