

Teacher Development and Certification Handbook

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Asia Pacific Theological Association
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P.O. Box 13844
Ortigas Center Post Office
1605 Pasig City
Philippines

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TEACHER DEVELOPMENT & CERTIFICATION COMMISSION

A. Authorization and Relationships

Teacher Development & certification is a service of the Asia Pacific Theological Association (APTA), authorized by its Constitution (Article XIII) and Bylaws (Article XII). The Teacher Development & Certification Commission (TDCC) exists to provide a teacher development & certification program to individual members and teachers of members schools of APTA who desire it. The TDCC 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 TDCC

1. The primary purposes of the TDCC 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 TDCC 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 TDCC 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 TDCC for consideration at regular meetings. Any revocation action will be determined by the TDCC. 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 TDCC 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 renewal.

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 TDCC on a case-to-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 postsecondary 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 TDCC 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 TDCC, 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 TDCC 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 Nonrenewable	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 TDCC. 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 TDCC 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 TDCC.
2. Decisions of the TDCC 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.

Appendix 1

GUIDELINES ON COURSES FOR EDUCATION

Courses accepted for Education, adopted by the Teacher Certification Commission, September 1 – 2, 1997, Manila, Philippines.

- Adolescent Psychology
- Audio-Visual Aids
- Child Growth and Development
- College Teaching
- Computers in Education
- Communication Techniques
- Cross-cultural Communication
- Curriculum Theories
- Educational Counseling
- Educational Psychology
- Educational-social Foundation of Learning
- Faith Development and Learning
- Inductive Bible Study
- Learning Theories
- Methods courses
- Methods of Bible Study
- Narrative Techniques
- Practice Teaching
- Principles of Teaching
- Public Speaking/Effective Communication
- Statistics
- Teaching Techniques
- Teaching Seminar
- Tests and Measurements

Appendix 2

FORMS

ASIA PACIFIC THEOLOGICAL ASSOCIATION
P.O. Box 13844 Ortigas Center Post Office, 1605 Pasig City, Philippines

INDIVIDUAL MEMBERSHIP APPLICATION FORM

Name: (Dr/Rev/Mr/Mrs/Miss) _____ Gender _____
(UNDERLINE YOUR FAMILY NAME)

Mailing Address: _____

Telephone: (Home) _____ (Office) _____ Fax: _____

Email Address: _____

School you serve: _____

School Address: _____

Position in the school: _____

Highest degree attained: Field of Study: _____

Is your school a member of APTA? Yes () No ()

Sponsoring body of your school (general council, district, church, etc.):

Is the school affiliated with the Assemblies of God? Yes () No ()

APPLICATION CERTIFICATION

I certify that I have read the APTA Constitution and Bylaws, that I am in agreement with the *Statement of Fundamental Truths* contained therein (Article III), and that I agree to cooperate fully with the purposes, objectives and programs of APTA.

Signature over printed name	Date
Send to the mailing address below along with the Application fee of US \$10.00 Dr. Alex Fuentes, Executive Director Asia Pacific Theological Association P. O. Box 13844 Ortigas Center Post Office 1605 Pasig City, Philippines	OFFICIAL USE Date Received: _____ Action: _____ Approved _____ Disapproved

**ASIA PACIFIC THEOLOGICAL ASSOCIATION
TEACHER CERTIFICATION**

INITIAL APPLICATION

Direction for completing application:

In order for this application to be processed, the following item must be received with this form:

- Application fee (US \$10.00)
- **Character Reference Form** from applicant's Pastor (can be mailed directly from the church).
- **Teaching Experience Reference Form** from applicant's present school and/or previous school (s) if applicable (can be mailed directly from the school [s]).
- Official copies of all relevant transcripts
- Copy of current ministerial credentials (if applicable)

SECTION ONE: GENERAL INFORMATION

Name: _____
(Family Name) (First Name) (Middle Name)

Mailing Address: _____

Tel. No. (Home) _____ (Office) _____ Fax. No. _____

Date of Birth: _____ Email Address: _____

Denominational Affiliation: _____

Name of School/Seminary currently teaching at:

Name of Home Church: _____

Pastor's Name: _____

Church Address: _____

Are you an individual member of APTA? Yes () No ()

SECTION TWO: ACADEMIC INFORMATION

POST SECONDARY SCHOOL/S ATTENDED	MAJOR	DEGREE	YEAR CONFERRED

SECTION THREE: RECORD OF EXPERIENCE

EXPERIENCES	YEARS	SCHOOL/ CHURCH	LEVEL/POSITION

List all the courses you have taught in Bible School / Seminary:

SECTION FOUR: AFFIRMATION OF FUNDAMENTALS OF FAITH

I subscribe to the Statement of Fundamental Truths of Asia Pacific Theological Association (APTA).

Signature over printed name

Date

Please submit this application to:

Dr. Alex Fuentes, Executive Director
Asia Pacific Theological Association
 P.O. Box 13844 Ortigas Center Post Office
 1605 Pasig City, Philippines

**ASIA PACIFIC THEOLOGICAL ASSOCIATION
TEACHER CERTIFICATION**

EXPERIENCE REFERENCE FORM

Name of applicant: _____

The above applicant is applying for a teacher certification with the Asia Pacific Theological Association (APTA).

Please fill out this form and return to:

**Dr. Alex Fuentes, *Executive Director*, APTA,
P.O. Box 13844 Ortigas Center Post Office, 1605 Pasig City, Philippines**

Name of person completing this form: _____

Name of school: _____

Position: _____

How many years have you known the applicant? _____

Number of years the applicant taught at the school? _____

Kindly list the academic years in which the applicant has taught the minimum of three courses or equivalent of 75 classroom hours:

Has the applicant participated in faculty development programs offered by your school? _____

Signature over printed name

Date

**ASIA PACIFIC THEOLOGICAL ASSOCIATION
TEACHER CERTIFICATION**

CHARACTER REFERENCE FORM

Name of applicant: _____

The above applicant is applying for a teacher certification with the Asia Pacific Theological Association (APTA).

Please fill out this form and return to:

**Dr. Alex Fuentes, *Executive Director*, APTA,
P.O. Box 13844 Ortigas Center Post Office, 1605 Pasig City, Philippines**

Name of person completing this form: _____

Name of school / church: _____

Position: _____

How many years have you known the applicant? _____

In what relationship have you worked with this applicant? _____

Would the applicant be a positive role model for future ministers? _____

Please rate the applicant for each of the following characteristics on a scale of 1 to 5: (1-Unacceptable; 2-Poor; 3-Acceptable; 4-Good; 5-Excellent)

SPIRITUALITY	1	2	3	4	5
Consistent study and application of the Word					
Worship					
Sensitivity to the Spirit					
Involvement in the local church					

FORM 1C (cont'd)

ATTITUDE	1	2	3	4	5
Servanthood					
Teachability					
Dependability					
Respect for authority					
Integrity / Honesty					
Self-control					
Cooperation					
Diligence					
Emotional stability					
RELATIONSHIP WITH	1	2	3	4	5
Family					
Co-workers					
Community					
Opposite Sex					
Students					
FINANCIAL STEWARDSHIP	1	2	3	4	5
Lives with means					
Pays debts promptly					
Shows generosity					
Support church ministries					

Signature over printed name

Date