



# **Teachers' Certification Manual**

**October 2022**

P.O. Box 491 • Collegedale, TN 37315



*K-12*

# *Teachers'*

## *Certification Manual*

*"Now these are the gifts Christ gave to the church: the apostles,  
the prophets, the evangelists, and the pastors and teachers."*

*~ Ephesians 4:11 NLT ~*



**/SE/ EDUCATION ASSOCIATION**

P.O. Box 491, Collegedale, TN 37315

**JUNE 2019**



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# 1 GENERAL INFORMATION

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## 1.1. Introduction

The rationale for a teaching certification program is grounded in the biblical concept of the Holy Spirit giving certain gifts to individual Christians for the purpose of ministering to the saints. Among these are the gifts of administration and teaching (Rom. 12:6-8; I Cor. 12:5-11, 28-31; Eph. 4:11-16).

*ISEI* certification is the process whereby a person is recognized to be academically and professionally qualified to teach in *ISEI* schools. A teaching certificate with its endorsement(s) indicates that the individual has completed the qualifying requirements to practice the profession of instructing children and youth in an *ISEI* school setting.

Academic and professional preparedness do not take the place of, nor can it be a substitute for, the spiritual requirements and responsibilities of Christian educators. A balance of spiritual insight, dedication and love, combined with academic and professional qualifications, are necessary for the teacher to perform effectively in an *ISEI* school.

The *ISEI* Education Association willingly and enthusiastically assists member schools in evaluating the teaching credentials of teachers. In order to help member schools to continually upgrade the academic quality of those engaged in the teaching ministry, *ISEI* offers four types of teaching certificates, as well as recognition for non-graduates and individualized instruction teachers. Teacher certification is a voluntary program (mandatory for teachers in *ISEI* accredited schools) designed for teachers who serve in the teaching ministry of a member *ISEI* school.

## 1.2. Certification Provisions

- 1.2.1. The *ISEI* Board of Directors establishes certification requirements for educational personnel.
- 1.2.2. Implementing the certification policy is the responsibility of the *ISEI* office. All teaching certificates are issued and renewed through this office.
- 1.2.3. The *ISEI* Certification Review Committee will study and resolve problems pertaining to certification of individual teachers. The Certification Review Committee will forward to the *ISEI* office a copy of its minutes. Matters needing further clarification shall be forwarded by the Certification Review Committee to the *ISEI* Board of Directors for counsel. Final disposition of each case is to be made by the Certification Review Committee.
- 1.2.4. The teacher is responsible for securing the appropriate teaching certificate and for keeping it current.

## 1.3. Application Procedures

- 1.3.1. For applicants seeking certification, the *ISEI* office must receive the following:
  - a. An application requesting certification review.



- b. An official copy of the applicant's transcript requested by the applicant and sent directly to the ISEI office from the college/university office of records.
- c. A certificate application fee of \$25.00.

#### 1.4. General Eligibility Requirements

##### 1.4.1 Church Membership

An applicant for an *ISEI* teaching certificate must be a member of the Seventh-day Adventist Church.

##### 1.4.2 Social and Moral Fitness

An applicant must demonstrate a social and moral fitness to teach and to associate with children and youth. A teacher certificate will not be issued to any person who has been convicted of a criminal offense or who has exhibited unethical or immoral conduct that would put children at risk, such as, but not limited to, child abuse. A certification shall be revoked or suspended for any reason that is cause for dismissal from an *ISEI* member school. *ISEI* considers background investigation a necessary part of the certification process. Therefore, all applicants are required to sign a release and consent for a background investigation.

##### 1.4.3 Employment/Membership Status

Only persons employed by or a member of an *ISEI* member school are eligible for  $\forall$  teacher certification.

##### 1.4.4 Degree Requirement

An applicant seeking a certificate, except the Paraprofessional Teaching Certificate, Semi-professional Teaching Certificate, Designated Teaching Certificate, and Vocational Teaching Certificate, must hold a minimum of a baccalaureate degree from a college or university recognized by *ISEI*.

##### 1.4.5 Scholarship

Grades below C- are not acceptable in the following:

- a. Academic majors or minors.
- b. Professional education courses.
- c. The elementary or content area endorsements.
- d. Required religion courses. (See Section 2.6.2b)
- e. Course work in health principles based on the Bible and writings of Ellen G. White.

## 2 ISEI TEACHING CERTIFICATES

The following certificates are available: (a) Vocational Teaching Certificate; (b) Designated Teaching Certificate; (c) Conditional Teaching Certificate; (d) Basic Teaching Certificate; (e) Standard Teaching Certificate; and (f) Professional Teaching Certificate.

### 2.1 Vocational Teaching Certificate

#### 2.1.1 Introduction

The Vocational Teaching Certificate is issued to applicants with experience in a specific area of vocational or technical expertise and who have little or no college training. This certificate is designed to fill the need for teachers in the vocational training program. Conditional Vocational Teaching Certificates are issued to applicants who do not meet the qualifications for the Vocational Teaching Certificate. While under the conditional certificate, applicants must complete prescribed course work to move to a full Vocational Teaching Certificate. The certificate is valid for the specific area(s) indicated on the certificate.

#### 2.1.2 General Requirements

- a. A 3-year Vocational Teaching Certificate may be issued to an applicant who meets the following requirements:
- The General Eligibility Requirements found in section 1.4 except 1.4.4 and 1.4.5.
  - Possesses a high school diploma or has passed the General Education Development (GED) examination.
  - Provides verification of successful experience in the technical skill, trade, or vocation named on the certificate, with a minimum equivalent of five years experience.
  - Meets one of the Qualifying Experience Requirements below:

<u>Education and/or Training</u>	<u>Work Experience Required</u>
High School diploma or equivalent.....	plus five years
One year of occupational preparation in related to teaching field .....	plus four years
Two years of occupational preparation in related to teaching field .....	plus three years
Three years of occupational preparation in related to teaching field .....	plus two years
Baccalaureate degree with a major in related to teaching field (see 4.14) .....	plus one year
Completion of an apprenticeship or similar program in accordance with industry standards (see 4.14) .....	plus one year

- b. A 5-year Vocational Teaching Certificate may be issued to an applicant who:
- Meets the requirements of the 3-year Vocational Teaching Certificate (See 2.3.2 a)
  - Completes two years of teaching experience in an approved vocational training program.
  - Has completed 12 Continuing Education Units (CEU's) in religion, health principles, and professional education. Required areas shall include:
    - Spirit of Prophecy
    - Seventh-day Adventist Church History
    - Seventh-day Adventist Bible Doctrines
    - Health principles as found in the Bible and the writings of Ellen G. White.
    - Principles and Philosophy of Seventh-day Adventist Education as based on the Bible and the writings of Ellen G. White.
    - Introduction to Teaching
    - Developmental and Educational Psychology
    - Educational Assessment
    - Exceptional Child in the Classroom
    - Integration of Technology in the Classroom
    - Methods in Teaching Secondary Subject
    - **This look like a lot more than 12 units but they are all required.**

#### 2.1.3 Renewal of the Vocational Teaching Certificates

- a. The 3-year Vocational Teaching Certificate. Renewal of the certificate requires:
- Two CEU's during each academic year, until the requirements for the Vocational Teaching Certificate are met. (See 4.4 and 4.13.2)
  - Submitting a certificate of completion of CEU's earned.
  - Submitting a \$25.00 certification renewal fee.
- b. The Vocational Teaching Certificate is valid for five years. Renewal of the certificate requires:
- Completion of three semester/five quarter hours of college credit or the equivalent in CEU's. The course work and/or CEU's must be in professional education or in the area(s) for which the certificate is issued. (See 4.13.2)
  - Submitting official transcripts of academic credit or CEU's earned.
  - Submitting a \$25.00 certification renewal fee.

## 2.2 Paraprofessional Teaching Certificate

### 2.2.1 Introduction

The Paraprofessional Teaching Certificate is designed to reflect the ministry of helps in schools which utilize the individualized (i.e. Accelerated Christian Education, Alpha Omega) approach to teaching. This certificate is for monitors ministering in an individualized or traditional curriculum school working under the supervision of educationally qualified teachers.

### 2.2.2 General Requirements

The Paraprofessional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility requirements found in section 1.4 except 1.4.4 and 1.4.5.
- b. Possesses a high school diploma or has passed a General Educational Development (GED) examination.

### 2.2.3 Renewal of the Paraprofessional Teaching Certificate

- a. The Paraprofessional Teaching Certificate is valid for one year and may be renewed upon the presentation of proof of attendance at an in-service offered by ISEA or similar organization.

## 2.3 Semi-professional Teaching Certification

### 2.3.1 Introduction

The Semi-professional Teaching Certificate is issued to an applicant with an Associate of Arts or a four-year degree, or its equivalent, and who has little or no college training in the field of education, as an emergency measure where a school has been unable to obtain an individual with a four-year degree to fill a position. The area(s) of endorsement must be in or related to the applicant's degree (see 4.12) or the individual's professional growth plan includes pursuing college training in the field of education. The endorsed area(s) is/are indicated on the certificate.

### 2.3.2 General Requirements

The Semi-professional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility requirements found in section 1.4 except 1.4.4 and 1.4.5.
- b. Holds an Associate of Arts or bachelor's degree or its equivalent.

### 2.3.3 Renewal of the Semi-professional Teaching Certificate

- a. The Semi-professional Teaching Certificate is valid for one to three year(s).
- b. The requirements for renewal of the Semi-professional Teaching Certificate are the same as for the Conditional Teaching Certificate (See 2.5.3) (See also 4.13.2)

## 2.4 Designated Teaching Certificate

### 2.4.1 Introduction

The Designated Teaching Certificate is issued to an experienced individual who has demonstrated expertise in one or more specific areas and who by experience and training can provide a valuable contribution to the educational program. The endorsed area(s) is/are indicated on the certificate.

Under special circumstances a Designated Teaching Certificate may be issued an endorsement in a core subject for no more than one year. This would be non-renewable.

#### 2.4.2 General Requirements

The Designated Teaching Certificate may be issued to an applicant who:

- a. Is recommended by a school principal for consideration by the **ISEI** office and/or Certification Review Committee.
- b. Meets the General Eligibility Requirements found in section 1.4 except 1.4.4 and 1.4.5.
- c. Possesses a high school diploma or has passed a General Educational Development (GED) examination.
- d. Provides verification of successful experience in the technical skill or subject named on the certificate, with a minimum equivalent of three years' experience.

#### 2.4.3 Renewal of the Designated Teaching Certificate

- a. The Designated Teaching Certificate shall be issued for one to three years and may be renewed upon recommendation of the school principal and approval by the **ISEI** Executive Director and/or Certification Review Committee.
- b. Requirement for renewal will be determined at time of issuance and could be met by 6 CEUs (including courses from the Adventist Learning Community and ISEI workshops):
  - o Philosophy of Adventist Education (1.5 CEU)
  - o A Teacher's Guide to Standards based Learning (0.6 CEU)
  - o Project-based Learning in the PreK-12 Classroom (0.6 CEU)
  - o Classroom Management (0.5 CEUs)
  - o Curriculum Mapping: Big Ideas & Essential Questions (2.0 CEU)
  - o Copyright for Teachers & Pastors (0.5 CEU)
  - o ISEI Methods Workshop (CEU-TBD)
  - o Spirit of Prophecy (2.0 CEU)
  - o SDA Church History – Book option
  - o SDA Doctrines (1.0 CEU)
  - etc.
- a. A \$25.00 certification renewal fee must be submitted.

## 2.5 Conditional Teaching Certificate

### 2.5.1 Introduction

A Conditional Teaching Certificate is issued to an applicant with an earned baccalaureate degree who assumes teaching responsibilities outside the area of the applicant's college/university training, or within the area of training but lacking the number of credit hours prescribed by [ISEI](#).

### 2.5.2 General Requirements

The Conditional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements. (See Section 1.4)
- b. Has completed a minimum of a baccalaureate degree.
- c. Is working toward meeting the requirements for a Basic Teaching Certificate.

### 2.5.3 Renewal of the Conditional Teaching Certificate

- a. The Conditional Teaching Certificate is valid for one year. Renewal of the certificate requires:
  - Completing six semester/nine quarter credit hours of college work during each academic year, until the requirements for the Basic Teaching Certification are met. (See 4.13.2)
  - Submitting official transcripts of academic credit earned.
  - Submitting a \$25.00 certification renewal fee.
- b. The six semester/nine quarter hours shall be in courses selected from areas of the applicant's certification needs as determined by the [ISEI](#) office in cooperation with the member school.
- c. If the applicant has not met the religious requirement for the Basic Teaching Certificate (See 2.6.2b), a minimum of one course in religion must be completed or a competency exam passed each academic year as part of, or in addition to, the required six semester/nine quarter hours until the religion requirement is completed.

## 2.6 Basic Teaching Certificate

### 2.6.1 Introduction

The Basic Teaching Certificate is the initial certification issued to an applicant who meets the criteria below. A Basic Teaching Certification is valid for three years of teaching within a five-year period from the date when the certification requirements were met.

### 2.6.2 General Requirements

The Basic Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements (See Section 1.4)
- b. Has completed religious courses covering the following areas:
  - Spirit of Prophecy
  - Seventh-day Adventist Church History
  - Seventh-day Adventist Doctrines
- c. Has completed course work in health principles as found in the Bible and the writings of Ellen G. White.
- d. Has completed twenty semester/thirty quarter credit hours of professional education. Required areas shall include:
  - Philosophy of Seventh-day Adventist
  - Developmental and Educational Psychology
  - Educational Assessment
  - Exceptional Child in the Classroom
  - Integration of Educational Technology in the Classroom
  - Student teaching as prescribed by the college/university in which the teacher-education program was completed. Student teaching will be waived in lieu of three years of teaching experience.

### 2.6.3 Endorsements

- a. An applicant must qualify for an elementary or a secondary content area endorsement in addition to fulfilling the general requirements for the Basic Teaching Certificate. (See Section 3)
- b. Additional regular or specialty endorsements may be obtained at any time, if the applicant has a current teaching certificate and the requirements for the endorsement are met (See Section 3.1 and 3.2)

### 2.6.4 Reinstatement of Basic Teaching Certificate

- a. If a teacher has not completed three years of teaching within five years from the date when the certification requirements for the Basic Teaching Certificate were met, the certificate may be reinstated by:
  - Completing six semester/nine quarter credit hours of course work in professional education or area(s) of endorsement. (See 4.13.2)
  - Submitting official transcripts of academic credit earned.
  - Submitting a \$25.00 reinstatement fee.
- b. All academic credits submitted for reinstatement of the Basic Teaching Certificate must be completed during the five-year period immediately prior to reinstatement of the certificate.

## 2.7 Standard Teaching Certificate

### 2.7.1 General Requirements

The Standard Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements. (See Section 1.4)
- b. Has met the requirements for the Basic Teaching Certificates. (See Section 2.6)
- c. Has completed a minimum of three years of full-time teaching or its equivalent.
- d. Receives a recommendation from the school where he/she last taught.
- e. Has completed six semester/nine quarter credit hours of professional education courses or courses in area(s) of endorsement(s) beyond the requirements of the Basic Teaching Certificate.
- f. Submits official transcripts of academic credit earned.

### 2.7.2 Endorsements

- a. The endorsements of the Basic Teaching Certificate will be transferred to the Standard Teaching Certificate.
- b. Additional regular or specialty endorsements may be obtained at any time if the applicant has a current teaching certificate and the requirements for endorsements are met. (See Section 3.1 and 3.2)

### 2.7.3 Renewal of the Standard Teaching Certificate

- a. The Standard Teaching Certificate shall be valid for five years. The certificate may be renewed by meeting the following requirements:
  - Complete a total of six semester/nine quarter hours of baccalaureate/graduate academic credit or Continuing Education Units (CEU's). Half of these credits must be earned in an *ISEI* recognized college/university and the balance may be earned by CEU's. (See Section 4.4 and 4.13.2)
  - Submit official transcripts of academic credit earned.
  - Submit \$25.00 certification renewal fee.
- b. All credits submitted for renewal of the Standard Teaching Certificate must be completed during the five-year period that the certificate is valid.



## 2.8 Professional Teaching Certificate

### 2.8.1 General Requirements

The Professional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements. (See Section 1.4)
- b. Qualifies for a Standard Teaching Certificate. (See Section 2.7)
- c. Meets one of the following requirements:
  - Holds a master's degree in education or appropriate subject field or,
  - Has completed a prescribed fifth-year program for teachers or,
  - Has earned forty semester/sixty quarter hours of graduate credit. Thirty semester/forty-five quarter hours must be in professional education courses and/or in no more than two areas of endorsement.
  - For any of the above three options a minimum of eighteen semester/twenty-seven quarter hours of graduate credit in professional education courses, or the equivalent thereof, must be earned.

### 2.8.2 Endorsements

- a. The endorsements of the Standard Teaching Certificate will be transferred to the Professional Teaching Certificate.
- b. Additional endorsements may be added at any time, if the candidate has a teaching certificate and the requirements for the endorsements are met. (See Section 3.1 and 3.2)

### 2.8.3 Renewal of the Professional Teaching Certificate

- a. The Professional Teaching Certificate is valid for five years. Renewal of the certificate requires:
  - six semester/nine quarter hours of additional credit, which may be earned in one of the following ways: (See 4.13.2)
    - Completion of graduate course work in professional education or area(s) of endorsement or,
    - The equivalent credit in Continuing Education Units (CEU) (See Section 4.4) or,
    - Any combination of the above.
  - Submitting official transcripts of academic credit earned.
  - Submitting a \$25.00 certification renewal fee.
- b. All credits submitted for the renewal of the Professional Teaching Certificate must be completed during the five-year period immediately prior to renewal of the certificate.

### 3 ENDORSEMENTS FOR ISEI TEACHING CERTIFICATES

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#### 3.1 Regular Endorsements

##### 3.1.1 Elementary Endorsement

The elementary endorsement is valid for teaching in grades 1-8. Teachers with this endorsement are eligible to teach any subject, including art, music, and physical education, in the grades covered by the endorsement as part of the teacher's regular classroom assignment. An applicant for an elementary endorsement must complete the following requirements in addition to fulfilling the general requirements for the Basic Teaching Certificate:

- a. Elementary curriculum methods in the following:
  - Required areas:
    - science
    - mathematics
    - reading
    - language arts
    - religion
    - social studies (recommended)
    - health (recommended)
  - Recommended areas:
    - art
    - music
    - physical education
    - applied arts
- c. An applicant must have instruction and experience in a multi-grade classroom of three or more grades, preferably in a small school with three or fewer teachers. A teacher may request a waiver if they have taught in a multi-grade setting for three or more years.

**Note:** A teacher may be eligible for a subject area endorsement in grades 5-8 if they have a minimum of 12 credits in content area courses and an Elementary Methods course in the subject area.

##### 3.1.2 Secondary Content Area Endorsements

- a. A secondary endorsement is valid for subjects in grades 7-12 for which the applicant qualifies. Endorsements are available in all the subjects regularly taught at the secondary level. An applicant for a secondary endorsement must complete 1) the teaching certificate for which they qualify, 2) a content area major or minor (18 semester credits) or pass an equivalency exam in a teaching content area 3) One or more courses in secondary curriculum materials & methods and.
- b. Additional endorsements – An applicant may obtain additional endorsements by completing a minimum of eighteen semester/twenty-seven quarter hours for each content area endorsement (see 4.3).
- c. Additional endorsements in science and mathematics – An applicant who has a major in mathematics and a minor in one of the science areas (i.e. biology, physics, chemistry) or a major in one of the science areas and a minor in mathematics may qualify for an endorsement in either or both of the other science areas by completing twelve semester/eighteen quarter credit hours in each area endorsement.

### **3.2 Specialty Endorsements**

Specialty endorsements are issued to individuals holding a Basic, Standard or Professional Teaching Certificate. Specialty endorsements are available in Counseling, Educational Administration, English as a Second Language, Learning Disabilities, Librarian and Special Education.

## 4 CERTIFICATION POLICIES

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### 4.1 Certification Review Committee

The Certification Review Committee is to study and resolve problems relating to certification. The committee includes the *ISEI* Executive Director and other educators selected by the *ISEI* Board of Directors. The *ISEI* Commission on Accreditation preforms this function.

### 4.2 Certification Prior to Graduation

College seniors with an education major at *ISEI* recognized college/university may be certified prior to graduation provided:

- 4.2.1 The applicant submits an application requesting certification review.
- 4.2.2 The applicant meets the General Eligibility Requirements. (See Section 1.4)
- 4.2.3 The applicant fulfills the requirements for the Basic Teaching Certificate.
- 4.2.4 Official transcripts of academic credit earned are submitted.
- 4.2.5 A \$25.00 certification fee is submitted.
- 4.2.6 The Chairman of the Education Department of the college/university recommends the applicant for certification.

### 4.3 Conditional Endorsement

On the recommendation of a member school and approval by the *ISEI* Executive Director, a teacher may receive a conditional endorsement by completing twelve semester/eighteen quarter hours in the chosen content area.

A conditional endorsement is valid for one year and may be renewed by completing three semester/five quarter hours in the chosen content area.

### 4.4 Continuing Education Units (CEU)

- 4.4.1 Continuing Education Units (CEU's) may be used to partially or completely satisfy the requirements for the renewal of the Standard, Professional, and Vocational Teaching Certificates. CEU's are commonly offered for attendance at seminars and conventions sponsored by universities, teachers' conventions, or other educational organizations. Contact hours may also be generated through documented professional growth activities such as reading of professional journals or books, video series related to education, and in-service training series, etc.
- 4.4.2 Definition of Continuing Education Unit  
Ten clock hours equals one non academic CEU. One academic credit is equal to three CEUs.
- 4.4.3 Continuing Education Units Attendance Forms must be completed and signed (initialed) by the applicant and the person conducting the workshop. The documentation must be kept on file by the principal and available for audit by *ISEI*.

## 4.5 Conversion of Certification

### 4.5.1 Definition of Conversion of Certification

Conversion refers to the addition of:

- a. An elementary endorsement to a valid Basic, Standard, or Professional Teaching Certificate with a secondary content area endorsement.
- b. A secondary content area endorsement to a valid Basic, Standard, or Professional Teaching Certificate with the elementary endorsement.

### 4.5.2 Conversion to the Elementary Endorsement

An applicant with a Basic, Standard, or Professional Teaching Certificate with a secondary content area endorsement may qualify for the elementary education endorsement by completing methods courses from among the following areas: science, health, language arts, mathematics, reading, religion, and social studies.

### 4.5.3 Conversion to a Secondary Content Area Endorsement

An applicant with a Basic, Standard, or Professional teaching Certificate with the elementary endorsement may qualify for a secondary content area endorsement by successfully completing:

- a. A secondary curriculum materials and methods course.
- b. Eighteen semester/twenty-seven quarter hours in a subject that is commonly taught in the secondary school.

## 4.6 Date of Issuance and Expiration of Certificates

- 4.6.1 A certificate is effective beginning with the date on which the request, with official documents, is approved by the *ISEI* office. A certificate expires on September 31 of the final year for which it is issued.
- 4.6.2 A certificate remains valid if a teacher or administrator transfers to an *ISEI* member school.
- 4.6.3 Excess renewal credits earned during the time the prior certificate was valid may be carried over to a new certificate if they were earned in the one-year period prior to the expiration of the certificate. All other renewal credit must be earned during the life of the certificate.

## 4.7 ISEI Recognized Colleges and Universities

- 4.7.1 The *ISEI* Association Recognized Colleges and Universities are colleges and universities from which *ISEI* will accept academic credit applicable toward a teaching certificate.
- 4.7.2 List of *ISEI* recognized colleges and universities:
  - Andrews University (AU)
  - Atlantic Union College (AUC)
  - Columbia Union College (CUC)
  - Griggs University (GU)
  - Hartland College (HC)
  - La Sierra University (LSU)
  - Loma Linda University (LLU)
  - Ouachita Hills College (OHC)
  - Pacific Union College (PUC)
  - Southern Adventist University (SAU)
  - Southwestern Adventist University (SWAU)

Union College (UC)  
Walla Walla University (WWU)  
Weimar College (WC)  
Other SDA Church-related Colleges and Universities

- 4.7.3 *ISEI* may consider accepting credit from colleges, universities, or distance study that are not on this list. However, credit toward the religion requirements courses and the course in Principles and Philosophy of Seventh-day Adventist Education must be earned at an SDA college/university or an *ISEI* approved supporting ministry college.

#### **4.8 Legal Name**

Certificates are official documents; therefore, the applicant's full legal name is to be used.

#### **4.9 Reinstatement of Expired Certificate**

Reinstatement is necessary when a certificate has an expiration date of two or more years prior to the current year. To reinstate a teaching certificate the applicant must:

- 4.9.1 Meet the current requirements for the certificate that is expired, and
- 4.9.2 Meet the requirements for renewal of that certificate.

#### **4.10 Suspension or Revocation of Certificates**

A certificate may be suspended or revoked at any time if the holder is found guilty of immoral, illegal, or unsafe conduct or breach of professional ethics. In such cases the person charged with the violation shall be notified of the charges and given an opportunity to defend him/herself before the Certification Review Committee, after which the decision of the Certification Review Committee shall be final.

#### **4.11 Teachers Over 65**

Teachers who are 65 years of age or older may be exempt from the requirement for renewal of a certification upon the written recommendation of the school principal.

#### **4.12 Teaching Outside of Endorsement**

- 4.12.1 A teacher may teach up to two sections of one course outside his/her area(s) of endorsement.
- 4.12.2 Upon request from a member school and approval by the *ISEI* Office individuals with Paraprofessional Teaching Certifications may be approved to teach outside their AA degree.

#### **4.13 Waivers and Substitutions**

- 4.13.1 The Certification Review Committee may allow an individual to fulfill a specific requirement in an alternate way. Exceptions by waivers or substitutions authorized by the Certification Review Committee are to be recorded and maintained in the teacher's permanent certification file.
- 4.13.2 A school may request, due to hardship, that the renewal requirements for certification be extended.

#### **4.14 Work Experience**

The first successful year of teaching may be counted as one-year work experience.

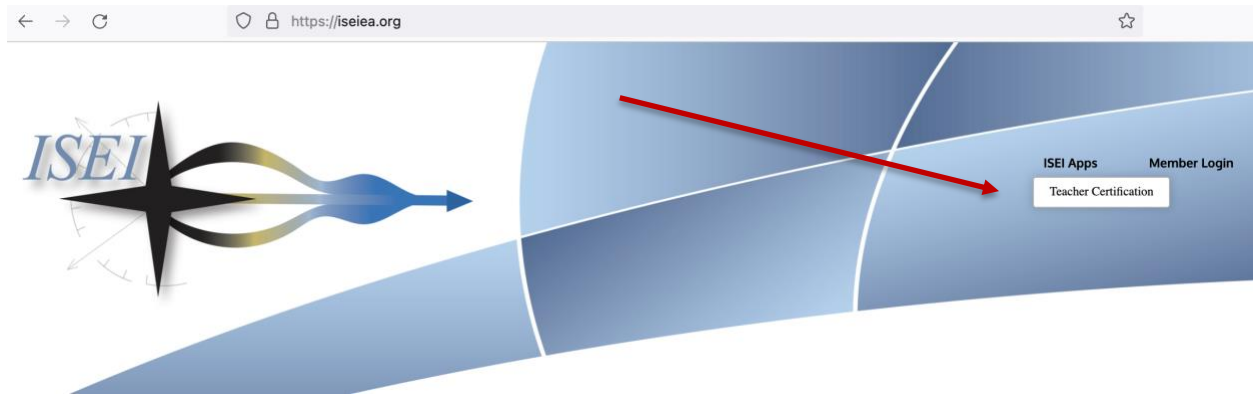
#### **4.15 State or Government Recognized Teacher**

Designed to meet the needs of the teacher who has not completed teacher education in an Adventist college/university and who holds a state teaching certificate or is recognized as a qualified teacher in the country in which he/she is teaching.

- 4.15.1 Meets the general eligibility requirements outlined in Section 1.4
- 4.15.2 Holds a current state teaching certificate or is a qualified teacher in the country in which he/she is teaching in the level or subject area for which the individual is applying.
- 4.15.3 Has satisfactorily completed courses in each of the following:
  - a. Philosophy of Seventh-day Adventist education
  - b. Seventh-day Adventist religion courses in Bible doctrines, Spirit of Prophecy, and Seventh-day Adventist Church history
  - c. Health principles based on the Bible and the writings of Ellen White
  - d. Elementary religion methods for elementary endorsement.
- 4.15.4 Meets the above course requirements through the following options:
  - a. Individual courses completed through an Adventist college/university
  - b. CEUs completed through ISEI Education Association. (available for 4.15.3 a-c only)
  - c. Challenge examination(s) in appropriate courses offered through Andrews University, Berrien Springs, MI. [Click here for information.](#)

## 5 TEACHER CERTIFICATION DASHBOARD

The ISEI Teacher Certification website can be accessed from the main ISEI website ([iseiea.org](https://iseiea.org)), by clicking Teacher Certification, under ISEI Apps (top right).



The website has been tested on Chrome, Edge, Firefox and Safari browsers.  
Issues or suggestions for improvement may be forwarded to [teacher\\_certification@iseiea.org](mailto:teacher_certification@iseiea.org).

### 5.1 Login

#### 5.1.1 Username and Password

An account is created for you using the email address supplied by your administration in the school's opening reports.

Your username is your first name, followed by a period (.) and then your last name. It is case sensitive; the first letter or both your first and last names needs to be capitalized.

If you are a **first-time user** you will need to set up a password to access the website. This can be done by following the link that was sent to your email OR by clicking the [Reset Password](#) link from the login page.

If you are unsure about the email address used to set up your account you can ask your school administration or contact us at [teacher\\_certification@iseiea.org](mailto:teacher_certification@iseiea.org).

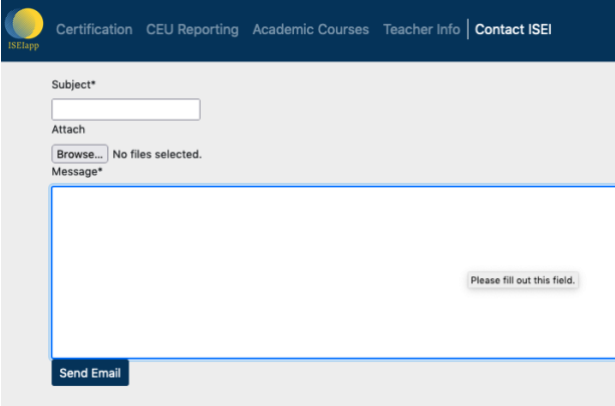
#### 5.1.2 Reset Password

Your password can be changed at any time using the [Reset Password](#) link.  
You will receive an email with a link to follow in order to set a new password.



## 5.2 Contact us

You can contact us by sending an email at [teacher\\_certification@iseiea.org](mailto:teacher_certification@iseiea.org) or through the *Contact ISEI* page.



The screenshot shows the 'Contact ISEI' form on the ISEIapp website. The header is dark blue with the ISEIapp logo and navigation links: Certification, CEU Reporting, Academic Courses, Teacher Info, and Contact ISEI. The form itself is on a light gray background. It includes a 'Subject\*' field, an 'Attach' section with a 'Browse...' button and the text 'No files selected.', and a large 'Message\*' text area. A small gray box with the text 'Please fill out this field.' is positioned to the right of the message area. At the bottom left of the form is a dark blue 'Send Email' button.

ISEIapp Certification CEU Reporting Academic Courses Teacher Info | **Contact ISEI**

Subject\*

Attach  
 No files selected.

Message\*  

Please fill out this field.

## 6 TEACHER PANEL

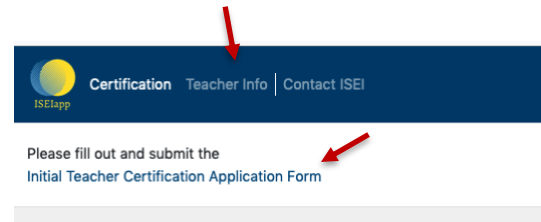
### 6.1 Teacher Certification Application

In order to obtain an ISEI Teacher Certification you must fill out and submit an application or reapplication form. Your school will be billed a \$25 application fee.

#### 6.1.1 Initial Application (New Teacher)

To apply for an ISEI Teacher Certification, under the [Certification](#) tab, click on [Initial Teacher Certification Application Form](#) or go directly to the [Teacher Info](#) tab.

Note: The [Teacher Info](#) section needs to be filled out **before** you can submit your application.




#### 6.1.2 Teacher Info

In order to avoid re-entry of personal information every time you re-apply for a certificate, the [Teacher Info](#) page was created. Update each section of this page before you apply for a certificate. (Click [Update](#), fill out each field, then click [Update](#) to save the changes. Repeat for each section.)

A screenshot of the ISEI Teacher Info page. The top navigation bar is dark blue with the ISEIapp logo and links for 'Certification', 'Teacher Info', and 'Contact ISEI'. The user's name 'Carlos, Shorte' and a 'Logout' link are in the top right. Below the navigation bar, there's a section titled 'ISEI Initial Teacher Certification Application' with a red note: '\*Please fill out the information below, including Teacher Info and Address'. The main content area has three sections: 1. Personal Information: Fields for Name (Shorte, Carlos), School (Sample School), Email address (teacherCarlos@ss.com), Phone number (None), Date of birth (None), and Teacher\_ID (21-0178). There are 'Update personal information' and 'Update Address' buttons. 2. Colleges Attended List: A table with columns: College Name, City, State/Country, Start Date, End Date, Degree Level, Degree Name, and Transcript Status. There is an 'Update' button and a red arrow pointing to the table. 3. Schools of Employment List: A table with columns: School, City, Country, Start Date, End Date, and Courses taught. There is an 'Update' button and a red arrow pointing to the table.

After all is completed, click *ISEI Teacher Certification Application*.



**ISEI Initial Teacher Certification Application**  
\*Before applying ISEI Teacher Certification please ensure that ALL the information on this page is accurate and up to date.

**Name:** Shorte, Carlos

**Email address:** teacherCarlos@ss.com

**Date of birth:** April 5, 1986

**Address:** SomeLane St 5

**School:** Sample School

**Phone number:** 123 456 7890

**Teacher\_ID:** 21-0178

Lakeview, MT, 98765, USA

**Update personal information**

**Update Address**

**Update** **Colleges Attended List**

College Name	City, State/Country	Start Date	End Date	Degree Level	Degree Name	Transcript Status
Southern Advenist University	Collegdale, TN	2006	2010	Bachelor's degree	BS in Chemistry	Requested

**Update** **Schools of Employment List**

School	City, Country	Start Date	End Date	Courses taught
Sample School	Sylam, USA	2017	to date	Chemistry
Otherworld School	Seville, Italy	2012	2016	Chemistry, English

### 6.1.3 Teacher Certification Application

See 6.1.1 and 6.1.2 for information about accessing the application form. Fill and submit application.

**Teacher Certification Application**

[Update Teacher Info](#)

**School of Employment:** Sample School  
**Name:** Shorte, Carlos

**Date of birth:** April 5, 1986  
**ISEI Teacher ID:** 2021-0178  
**Email address:** teacherCarlos@ss.com  
**Phone number:** 123 456 7890

**Address:** SomeLane St 5  
**City:** Lakeview  
**State:** MT  
**Zip/Postal Code:** 98765  
**Country:** USA

**Certification Level Requested:**  
-----  
☒ Vocational  
☐ Subject Areas  
☐ Elementary  
☐ Designated

**Certification Level Requested:** -----  
**Grade Range Requested:** -----  
**Courses Taught:** -----

**College Name**      **City, Country**      **Start Date**      **End Date**      **Degree Level**      **Degree Name**      **Transcript Status**

Southern Advenist University	Collegdale, TN	2006	2010	Bachelor's degree	BS in Chemistry	Requested
------------------------------	----------------	------	------	-------------------	-----------------	-----------

**School**      **City, Country**      **Start Date**      **End Date**      **Courses taught**

Sample School	Sylam, USA	2017	to date	Chemistry
Otherworld School	Seville, Italy	2012	2016	Chemistry, English

Upload a resume of work / teaching experience in the technical skill, trade, vocation or subject that you are / will be teaching and any teaching experience with this age group. [Browse...](#) No file selected.

Upload letter of recommendation from the principal: [Browse...](#) No file selected.

☐ Check if you have ever been convicted of a felony (including a suspended sentence).  
☐ Check if you have ever been under investigation for any sexual offense (excluding any charges which were fully cleared).

I hereby grant permission to the ISEI to obtain information from local, state, or federal law enforcement agencies and to do a reference and a driver's record check to help determine my suitability to be granted a teaching certificate. My signature also attests that the information on this application is to my knowledge accurate and true.

DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

Applicant's signature\*  Date\*

[Submit Application](#)

**Notes:**

- You can go back to Teacher Info by clicking this button if update is needed.
- The Designated Teaching Certificate is issued to an experienced individual who has demonstrated expertise in one or more specific areas and who by experience and training can provide a valuable contribution to the educational program.
- Vocational: life skills or a vocational area teacher  
Subject Area: academic subject teacher  
Elementary: elementary teacher
- Only required for Designated. Resume of work also needed for Vocational if applying based on experience rather than training.

You can check the status of your submitted application on the Certification page at any time.

#### 6.1.4 Status of application:

- a. Your application was received but not reviewed yet for completeness by ISEI staff.

The screenshot shows the ISEI app interface. At the top, there is a navigation bar with links: Certification, CEU Reporting, Academic Courses, Teacher Info, and Contact ISEI. The user is logged in as Carlos, Shorte. The main content area displays the message: "Your Teacher Certification Application has been received." with a "See application" button. Below this, it shows "Date submitted: Sept. 1, 2017" and "Not reviewed yet." with a red arrow pointing to the latter. A section titled "Colleges Listed for Transcripts" contains a table with one entry: Southern Adventist University, BS in Chemistry, with a Transcript Status of "Requested". An "Update Transcript Status" button is located to the right of the table.

College Name	Degree Name	Transcript Status
Southern Adventist University	BS in Chemistry	Requested

- b. Your application was received and reviewed but it is incomplete or college transcripts have not been received yet. Read the Note from ISEI and take action if needed.

The screenshot shows the ISEI app interface. The main content area displays the message: "Your Teacher Certification Application is being processed." with a "See application" button. Below this, it shows "Date submitted: May 6, 2017" and "ISEI revision date: May 7, 2017". A red arrow points to a "Note from ISEI office:" which states "College Transcript(s) not received yet." and an "Update Application" button. A section titled "Colleges Listed for Transcripts" contains a table with one entry: Southern Adventist University, BS in Chemistry, with a Transcript Status of "Requested". An "Update Transcript Status" button is located to the right of the table.

College Name	Degree Name	Transcript Status
Southern Adventist University	BS in Chemistry	Requested

- c. Your application is complete and it's being processed. Your Teacher Certificate will be issued soon.

The screenshot shows the ISEI app interface. The main content area displays the message: "Your Teacher Certification Application has been received." with a "See application" button. Below this, it shows "Date submitted: May 6, 2020" and "ISEI revision date: May 17, 2020". A red arrow points to the message: "Your application is complete and a Certificate will be issued shortly." A section titled "Colleges Listed for Transcripts" contains a table with one entry: Southern Adventist University, BS in Chemistry, with a Transcript Status of "Received". An "Update Transcript Status" button is located to the right of the table.

College Name	Degree Name	Transcript Status
Southern Adventist University	BS in Chemistry	Received

## 6.2 Teacher Certificate

### 6.2.1 Valid Certificate

If you have received an ISEI Teacher Certification you will find information about endorsements, expiration date (see "*Valid:*"), renewal requirements and more under the [Certification](#) tab.

The renewal requirements will contain CEUs (Continuing Education Units) and / or academic credit courses that you need to complete. Both of those will be recorded on the website. As you submit CEUs (see [CEU Reporting](#)) or academic courses completed (see [Academic Courses](#)) a summary of those will be listed on this page to facilitate checking your progress towards meeting renewal requirements.

The screenshot shows the ISEIapp interface for a teacher's certificate. The top navigation bar includes links for Certification, CEU Reporting, Academic Courses, Teacher info, and Contact ISEI. The user's name, Carlos, Shorte, and a Logout button are in the top right. The main heading is "Shorte, Carlos's Teacher Certificate(s)" with a "Print Certificate" button. Below this, the certificate details are displayed:

- Semi-professional Teaching Certificate**
- Endorsements:**
  - Chemistry, 9-12
- Valid:**  
Nov. 17, 2017 - Sept. 30, 2022
- Basic Requirements Met:**

Requirement	Met by
Spirit of Prophecy	Spirit of Prophecy, SAU
Seventh-day Adventist Church History	SDA Church History, SAU
Seventh-day Adventist Doctrines	Principles of Faith, SAU
Biblical content studies	Jesus and the Gospels, SAU
- Basic Requirements Not Met:**
  - Health Principles
  - Developmental and Educational Psychology
  - Educational Assessment
  - Exceptional Child in the Classroom
  - Philosophy of Seventh-day Adventist Education
  - Student Teaching
  - Technology in the Classroom
- Renewal Requirements:**  
Complete six semester/nine quarter credit hours of college work from the Basic Requirements Not Met list.
- CEU Reports Submitted:**  
No CEU Reports have been submitted yet for this certificate's renewal.
- Academic Courses Completed:**  
No Academic Courses have been submitted yet for this certificate's renewal.

A "Renew" button is located in the top right corner of the certificate details section.

### 6.2.2 Academic Courses

If you complete an academic course, please enter the information about it under the [Academic Courses](#) tab. Request an official transcript from the educational institution to be sent to ISEI at the address on the cover of this document. If a transcript has been requested already check the [Transcript Requested](#) box. If not, please request it, and update this information.

The screenshot shows the ISEIapp interface for the Academic Courses tab. The top navigation bar is the same as the previous screenshot. The main heading is "Academic Courses". Below this, there is a form with the following fields:

- Hide** (button)
- University\*** (text input)
- Name\*** (text input)
- Credits\*** (text input)
- Date completed\*** (text input with format mm / dd / yyyy)
- ☐ **Transcript requested**
- Submit** (button)

### 6.2.3 Expired Certificates

If your certification is about to expire / has expired you must meet the [Renewal Requirements](#) and click the [Renew](#) button to apply for renewal.

**ISEIapp** Certification CEU Reporting Academic Courses Teacher Info | Contact ISEI Kendra, Smith Logout

Smith, Kendra's Teacher Certificate(s)  
Bachelor's Degree [Print Certificate](#)

**Semi-professional Teaching Certificate**  
**Expired**

**Endorsements:**

- Mathematics, 9-12
- Religion, 9-12

**Valid:**  
Sept. 5, 2019 - **May 30, 2021**

**Basic Requirements Met:**

**Requirement**  
Spirit of Prophecy  
Seventh-day Adventist Doctrines  
Developmental and Educational Psychology

**Met by**  
Spirit of Prophecy, ALC  
Fundamentals of the Christian Faith, HM  
Developmental and Educational Psychology, OJK

**Basic Requirements Not Met:**

- Seventh-day Adventist Church History
- Biblical content studies
- Health Principles
- Educational Assessment
- Exceptional Child in the Classroom
- Philosophy of Seventh-day Adventist Education
- Student Teaching

**Renewal Requirements:**  
Complete six semester/nine quarter credit hours of college work from the Basic Requirements Not Met list.

**CEU Reports Submitted**

School Year	Status
2020-2021	Not submitted
2019-2020	4.10 CEUs approved

**Academic Courses Completed**

Class Name	Credits	Date Completed	Transcript status
Spirit of Prophecy	2	June 12, 2021	Requested
Developmental and Educational Psychology	3	June 15, 2020	Received
Fundamentals of Christian Faith	2	Oct. 13, 2019	Received

### 6.2.4 Certificate Renewal

A Certificate renewal can be initiated also from the [Teacher Info](#) page. If applicable, please update the information on this page, before clicking [Renewal Teacher Certification Application](#). For information about filling out the application see [2.1.3 Teacher Certification Application](#).

**ISEIapp** Certification CEU Reporting Academic Courses **Teacher Info** | Contact ISEI Carlos, Shorte Logout

**Renewal Teacher Certification Application**  
\*Before reapplying for Teacher Certification please ensure that ALL the information on this page is accurate and up to date, and that the renewal requirements have been met. (See Dashboard)

**Name:** Shorte, Carlos **Email address:** teacherCarlos@ss.com **Date of birth:** April 5, 1986 **Address:** SomeLane St 5  
**School:** Sample School **Phone number:** 123 456 7890 **Teacher\_ID:** 21-0178 **Address:** Lakeview, MT, 98765, USA

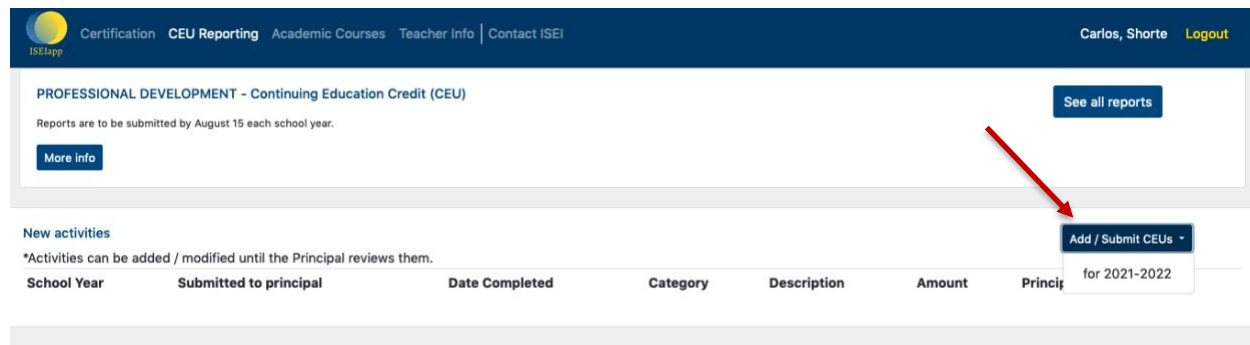
[Update personal information](#) [Update Address](#)

[Update](#) **Colleges Attended List**

College Name	City, State/Country	Start Date	End Date	Degree Level	Degree Name	Transcript Status
Southern Advenist University	Collegdale, TN	2006	2010	Bachelor's degree	BS in Chemistry	Received

## 6.3 CEU Reporting

Each year, a report of the professional development activities performed is to be submitted to ISEI, by August 15. You initiate a report by selecting the school year from the [Add/Submit CEUs](#) button.



ISEIapp Certification **CEU Reporting** Academic Courses Teacher Info | Contact ISEI Carlos, Shorte Logout

PROFESSIONAL DEVELOPMENT - Continuing Education Credit (CEU)

Reports are to be submitted by August 15 each school year.

See all reports

More info

New activities

\*Activities can be added / modified until the Principal reviews them.

School Year Submitted to principal Date Completed Category Description Amount Principal

Add / Submit CEUs for 2021-2022

### 6.3.1 CEU Info



ISEIapp Certification **CEU Reporting** Academic Courses Teacher Info | Contact ISEI Carlos, Shorte Logout

PROFESSIONAL DEVELOPMENT - Continuing Education Credit (CEU)

Reports are to be submitted by August 15 each school year.

See all reports

More info

For a list of possible activities click the [More info](#) button (see above), to open the page with detailed information (see below). The page will open in a **new tab** for easy referencing.



ISEIapp

PROFESSIONAL DEVELOPMENT Info Page

Continuing Education Credit (CEU)

Activities from at least two different categories shall be included in the CEUs submitted during the certification term prior to renewal.

Category	Activity Description	Typical CEU Value	Evidence
Independent	Complete continuing education course	Provider Assigned	Certificate
Independent	Reading Professional Books, Audio Books, Professional Magazines & Journals	0.1 CEU per 50-pgs	One page report (include Title, Author, No. of pages)
Group	Attend Professional Conference, workshop, or seminar	0.1 CEU/hour	Copy of certificate, schedule, or agenda
Group	Attend ISEI/Denominational Conference, workshop, or seminar	0.1 CEU/hour	Copy of certificate, schedule, or agenda
Group	Participate in preapproved Educational Travel/Tours	0.5 CEU /day	Written report
Collaboration	Supervision of a student teacher	0.2 CEU /day	Student teacher's name, beginning and ending dates of supervision
Collaboration	Participation in a study group or learning community	0.1 CEU/hour	Name of study group or PLC, topic(s) covered
Collaboration	Peer observation with follow-up reflective learning	0.1 CEU/hour	Name of peer being observed, and area/focus of observation
Collaboration	Serving on a school evaluation visiting team	0.5 CEU /day	School name and dates of evaluation
Collaboration	Participation on education committees/boards	0.1 CEU/hour	Name of committee / board and dates
Presentation & Writing	Presenting at an education conference, workshop or seminar	0.3 CEU /hour	Title, name of sponsoring organization, outline of presentation
Presentation & Writing	Writing a published non-peer reviewed journal article	1.0 CEU /article	Article name, name of publication, date published, and copy of article
Presentation & Writing	Writing a published peer-reviewed professional article	3.0 CEU /article	Article name, name of publication, date published, and copy of article
Presentation & Writing	Writing a published peer-reviewed professional article	3.0 CEU /article	Article name, name of publication, date published, and copy of article



### 6.3.2 Create, Fill and Submit CEU Report

On the [CEU Reporting](#) page, click the [Add/Submit CEUs](#) and select the school year you want to add professional development activities for. You will see a list of already added activities, and you can add new ones by clicking [Enter New Activity](#) (See **Enter new activities** below). Fill out the summary section.

You can update the summary and add new activities at any time during the school year before the final submission. When all the information has been entered, type in today's date under [Date submitted](#), and click the [Submit](#) button. This will send the report to your principal for a review.

**Added Activities**

Category	Type & Suggested Evidence	Date Completed	Description	Amount	Evidence & Supporting Docs	Update	Remove
Independent	Reading Professional Books, Audio Books, Professional Magazines & Journals One page report (include Title, Author, No. of pages)	May 10, 2021	The Thinking Classroom	200.0 Pages	<a href="#">The_Thinking_Classroom.jpg</a>	<a href="#">Update</a>	<a href="#">Delete</a>

[Enter New Activity](#) [More info](#)

**Summary:**  
\*Summarize what you have learned from the combined activities and how you plan to apply this learning to your classroom.  

**Date submitted**  
  
Submit by August 15 each year, after you have added ALL activities for the previous school year.  
[Submit](#)

[Update Report](#)

**Enter new activities:** When you select a CEU category, the list of CEU types will update. (This feature was tested on Firefox and Chrome browsers. At the moment it may not work on others). If you are unsure about the category your activity belongs under click on [More Info](#) to see the whole list of options. Fill in all the fields and submit the requested evidence. The evidence can be typed in the [Evidence](#) box, or a document can be uploaded by clicking the [Browse](#) button. Click [Add Activity](#) when finished.

[Done](#) [More info](#)

Ceu category

Group

Ceu type\*

Attend ISEI/Denominational Conference, workshop, or seminar

Description\*

Assessment Workshop

Date completed\*

07 / 11 / 2021

Amount\*

1.6

Units\*

CEUs

Evidence

Suggested Evidence: **Copy of certificate, schedule, or agenda**  
CEU value: **0.1 CEU/hour**


Supporting Documentation:

[Browse...](#) Certificate Assessment Workshop.pdf

[Add Activity](#)

### 6.3.3 CEU Report Feedback

You can check the status of the submitted report at any time on the [CEU Reporting](#) page. You will be notified through email when your report has been reviewed by the principal and by ISEI.



Certification **CEU Reporting** Academic Courses Teacher Info | Contact ISEI

Carlos, Shorte [Logout](#)

**PROFESSIONAL DEVELOPMENT - Continuing Education Credit (CEU)**

See all reports

Reports are to be submitted by August 15 each school year.

More info

**New activities**

Add / Submit CEUs +

\*Activities can be added / modified until the Principal reviews them.

School Year	Submitted to principal	Date Completed	Category	Description	Amount	Principal Approval
2021-2022	Nov. 17, 2021	July 11, 2021	Group	Assessment Workshop	1.6 CEUs	Not yet reviewed
2021-2022	Nov. 17, 2021	May 10, 2021	Independent	The Thinking Classroom	200.0 Pages	Not yet reviewed
2021-2022	Nov. 17, 2021	Sept. 11, 2021	Presentation & Writing	The Chemistry in Your Body	3.0 Clock Hours	Not yet reviewed

If the principal (or ISEI) deems your report incomplete you will see an “[Additional Information Needed](#)” box. Read carefully the Principal (ISEI) comment, click [Update CEU Report](#) and complete it with the missing information.

**Additional Information Needed**

School Year	Date Completed	Description	Amount	Evidence / Supporting documentation	Review Date
2021-2022	July 11, 2021	Assessment Workshop	1.6 CEUs	<a href="#">Supporting_Files/2021/11/17/Certificate_Assessment_Workshop.pdf</a>	Nov. 30, 2021
2021-2022	May 10, 2021	The Thinking Classroom	200.0 Pages	<a href="#">Supporting_Files/2021/11/17/The_Thinking_Classroom.jpg</a>	Nov. 30, 2021
2021-2022	Sept. 11, 2021	The Chemistry in Your Body	3.0 Clock Hours	None	Nov. 30, 2021

**Summary:** Summary of what I have learned from the combined activities and how you plan to apply this learning to my classroom.  
**Principal Comment:** Please include evidence for the workshop you presented at. (Name, Location, Schedule, Outline)

Update CEU Report

At the bottom of the page you will see a list of approved activities and the CEU value approved for each.

Approved Activities						
School Year	Date Completed	Category	Description	Amount	Approved CEUs	Approval Date
2019-2020	Nov. 4, 2019	Group	Questions in the Classroom	1.0 CEUs	1.00	Nov. 30, 2020
2019-2020	March 15, 2020	Group	Assessment ISEI Workshop	1.6 CEUs	1.60	Nov. 30, 2020

## 7 PRINCIPAL PANEL

### 7.1 Teacher Certification Summary

On the [Teacher Certification](#) page, you will find the current status of each of the teachers. Click [Show List](#) to see a list of the teachers.

 [Reload current page \(36R\)](#) **Teacher Certification** [CEU Reports](#) [CEU Reports Revision](#) | [Contact ISEI](#)

**Teacher Certification Status**  
Percent of registered teachers certified: **73%**  
[Show List](#) Certified Teachers: 8  
[Show List](#) Teachers with Expired Certificates: 1  
[Show List](#) Non Certified Teachers: 2

Click on the name of any of the teachers to obtain more information about their status.

<a href="#">Hide List</a> Certified Teachers: 6			
Teacher	Certification	Endorsement	Renewal Date
<a href="#">Ivanov, Reka</a>	Professional Teaching Certificate	Biology, Chemistry, Religion	Sept. 30, 2022
<a href="#">Kendler, Thomas</a>	Standard Teaching Certificate	Geography, History	Sept. 30, 2022
<a href="#">Kent, Jordan</a>	Basic Teaching Certificate	Biology, Chemistry, Physics	Aug. 9, 2025
<a href="#">Lipman, Jessica</a>	Semi-professional Teaching Certificate	Science, Mathematics	Sept. 30, 2022
<a href="#">Norinda, Nadia</a>	NAD certificate:Standard Teaching Certificate	History	Sept. 30, 2024
<a href="#">Shorte, Carlos</a>	Semi-professional Teaching Certificate	Mathematics	Dec. 15, 2021

Certified teacher with certification expiring soon.

<a href="#">Hide List</a> Teachers with Expired Certificates: 1		
Teacher	Certification	Expiration Date
<a href="#">Xi, Patricia</a>	Standard Teaching Certificate	Aug. 30, 2021

Expired Certificate

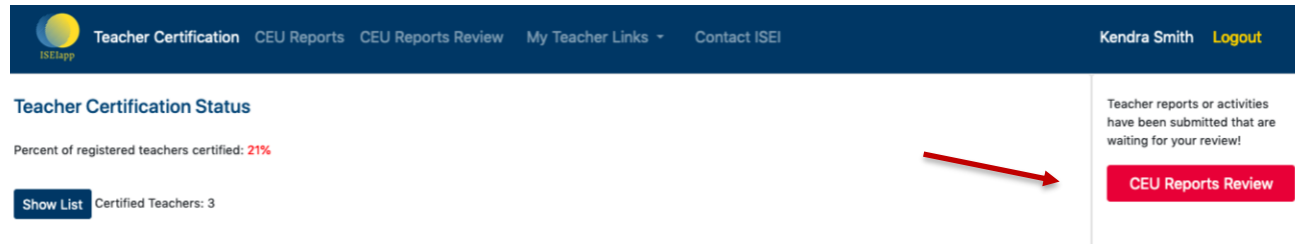
<a href="#">Hide List</a> Non Certified Teachers: 2	
Teacher	Application Status
<a href="#">Fontes, Rolando</a>	Submitted
<a href="#">Montes, Carlos Paul Jr</a>	Not Submitted

Submitted application is being processed. If not submitted teacher needs to fill out an application.

## 7.2 CEU Reports

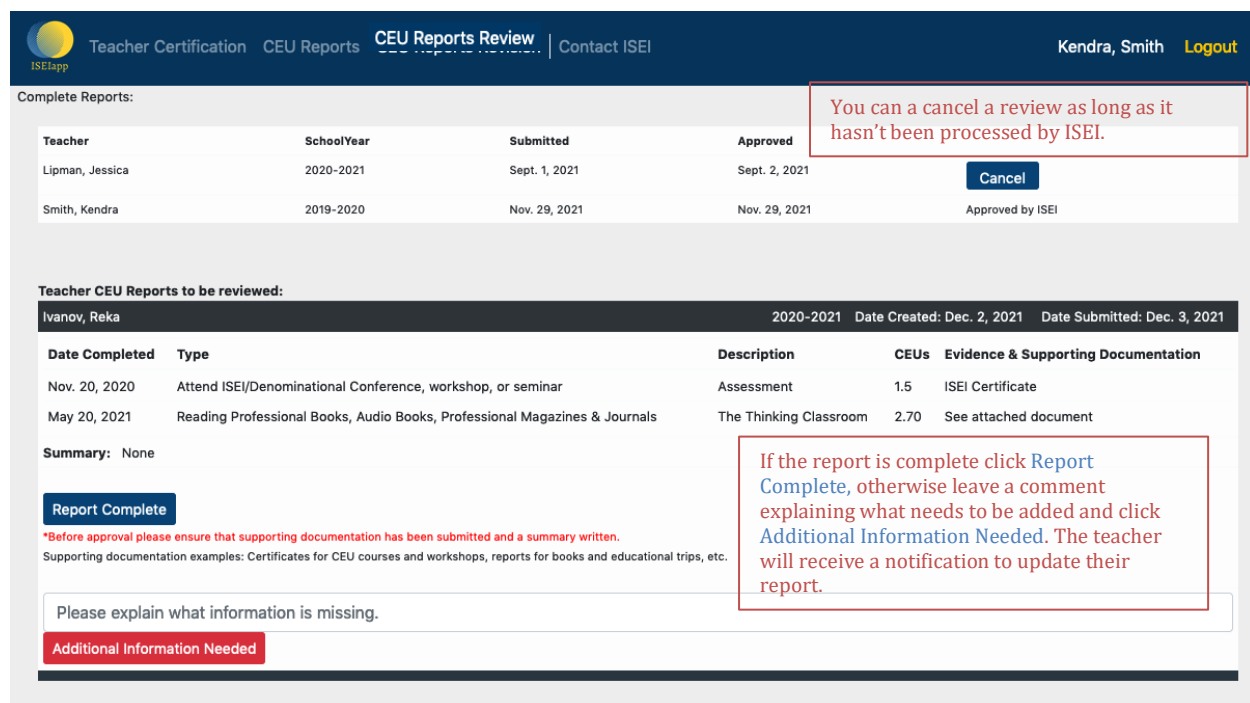
### 7.2.1 CEU Reports Review

You will receive an email notification when one of your teachers has submitted a CEU Report. A [CEU Report Review](#) button will also appear on your [Teacher Certification](#) page.



The screenshot shows the top navigation bar with links: Teacher Certification, CEU Reports, CEU Reports Review, My Teacher Links, and Contact ISEI. The user is logged in as Kendra Smith. Below the navigation bar, the 'Teacher Certification Status' section shows 'Percent of registered teachers certified: 21%'. A red arrow points from this section to a red button labeled 'CEU Reports Review' on the right side of the page. A message on the right states: 'Teacher reports or activities have been submitted that are waiting for your review!'.

On the [CEU Reports Review](#) page you will find a list of the CEU Reports that you have marked as complete within the last year and the CEU reports teachers have submitted that are waiting to be reviewed.



The screenshot shows the 'CEU Reports Review' page. At the top, there's a navigation bar with links: Teacher Certification, CEU Reports, CEU Reports Review, and Contact ISEI. The user is logged in as Kendra, Smith. Below the navigation bar, there's a section titled 'Complete Reports:' with a table listing reports. A red box highlights a 'Cancel' button next to a report by Lipman, Jessica.

Teacher	SchoolYear	Submitted	Approved
Lipman, Jessica	2020-2021	Sept. 1, 2021	Sept. 2, 2021
Smith, Kendra	2019-2020	Nov. 29, 2021	Nov. 29, 2021

Below the table, there's a section titled 'Teacher CEU Reports to be reviewed:' with a table listing reports. A red box highlights a 'Report Complete' button next to a report by Ivanov, Reka.

Date Completed	Type	Description	CEUs	Evidence & Supporting Documentation
Nov. 20, 2020	Attend ISEI/Denominational Conference, workshop, or seminar	Assessment	1.5	ISEI Certificate
May 20, 2021	Reading Professional Books, Audio Books, Professional Magazines & Journals	The Thinking Classroom	2.70	See attached document

Below the table, there's a section titled 'Summary: None' with a 'Report Complete' button. A red box highlights a 'Report Complete' button next to a report by Ivanov, Reka. A red box also highlights a 'Report Complete' button next to a report by Ivanov, Reka.

If the report is complete click [Report Complete](#), otherwise leave a comment explaining what needs to be added and click [Additional Information Needed](#). The teacher will receive a notification to update their report.


Before approval please ensure that supporting documentation has been submitted and a summary written. Supporting documentation examples: Certificates for CEU courses and workshops, reports for books and educational trips, etc.

Please explain what information is missing.

[Additional Information Needed](#)

## 7.2.2 CEU Report History

On the [CEU Reports](#) page you can view the history of Reports submitted by the teachers from your school. Click [Show Activities](#) if you would like to see details for that report. You can also use the filter if you are looking for a specific person's report, or school year, etc.

 Teacher Certification **CEU Reports** CEU Reports Revision | Contact ISEI Kendra, Smith [Logout](#)

**Filter:**  
School Year:  First Name:  Created after:  Updated after:  ISEI approval:   
Last Name:  Created before:  Updated before:  Principal approval:   
[Search](#) [Clear all filters](#)

Name	School Year	CEU Report Status	Last activity																				
Lipman, Jessica Rose	2020-2021	ISEI approval pending	Updated: Dec. 2, 2021 <a href="#">Show Activities</a>																				
Ivanov, Reka	2020-2021	Principal Approval Pending	Updated: Dec. 2, 2021 <a href="#">Hide Activities</a>																				
<table><thead><tr><th>Date Completed</th><th>Description</th><th>Amount/Approved CEUs</th><th>Supporting documentation</th><th>Last Activity</th></tr></thead><tbody><tr><td>Nov. 20, 2020</td><td>Assessment</td><td>1.5 CEUs / <b>None yet</b></td><td>ISEI Certificate</td><td>Updated: Dec. 2, 2021</td></tr><tr><td>May 20, 2021</td><td>The Thinking Classroom</td><td>270.0 Pages / <b>None yet</b></td><td>See attached document</td><td>Updated: Dec. 2, 2021</td></tr><tr><td colspan="5">Summary: None</td></tr></tbody></table>				Date Completed	Description	Amount/Approved CEUs	Supporting documentation	Last Activity	Nov. 20, 2020	Assessment	1.5 CEUs / <b>None yet</b>	ISEI Certificate	Updated: Dec. 2, 2021	May 20, 2021	The Thinking Classroom	270.0 Pages / <b>None yet</b>	See attached document	Updated: Dec. 2, 2021	Summary: None				
Date Completed	Description	Amount/Approved CEUs	Supporting documentation	Last Activity																			
Nov. 20, 2020	Assessment	1.5 CEUs / <b>None yet</b>	ISEI Certificate	Updated: Dec. 2, 2021																			
May 20, 2021	The Thinking Classroom	270.0 Pages / <b>None yet</b>	See attached document	Updated: Dec. 2, 2021																			
Summary: None																							
Fontes, Rolando	2019-2020	Not submitted	Updated: Nov. 29, 2021 <a href="#">Show Activities</a>																				

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## 8 GLOSSARY

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Basic Teaching Certificate	Initial teaching certificate issued to an applicant who has completed the course work and met the requirements established by ISEI.
Certification	Process through which an individual is recognized as academically and professionally qualified to teach.
Certification Conversion	Process by which an individual holding an elementary certification can qualify to teach secondary subjects or if holding a secondary certification can qualify to teach at the elementary level.
Continuing Education Units	Credit earned through participation in professional activities, which contribute to the professional growth of the individual.
Designated Teaching Certificate	Approval to teach in a designated subject area issued to an individual with demonstrated expertise in specific areas. Not to be substituted for any regular teaching certificates.
ISEI Certification	Process whereby a person is recognized as spiritually, academically and professionally qualified to teach in ISEI schools.
Endorsement: Elementary, Secondary, Specialty	Issued to an individual holding a Basic, Standard or Professional Teaching Certificate who has taken additional training to instruct or administer in certain areas.
Expired Certificate	Any certificate whose expiration date has passed.
Multi-grade Classroom	A classroom of three or more grades.
Paraprofessional Teaching Certificate	Teaching certificate issued to individuals working under the supervision of educationally qualified teachers.
Post Baccalaureate/Graduate	Classes taken beyond the baccalaureate degree.
Professional Teaching Certificate	The highest level of teaching certificate which is issued to an applicant who qualifies.
Reinstatement	Reinstatement is necessary when a certificate has an expiration date of two or more years prior to the current year.
Renewal	Extends the teaching certificate for another term.

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Semi-Professional Teaching Certificate	Teaching certificate issued as an emergency measure when a more qualified teacher cannot be found.
Standard Teaching Certificate	Intermediate level of teacher certification which is issued to an applicant who qualifies.
Vocational Teaching Certificate	Teaching certificate issued to individuals with experience in a specific area of vocational or technical expertise and who completes the required course work.
Waiver	Action by the Certification Review Committee which allows an individual to fulfill a specific requirement in an alternate way.

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