



Teachers' Certification Manual

Version 1.6

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

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1 GENERAL INFORMATION

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 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 designed for teachers who serve in the teaching ministry of a member *ISEI* school. *ISEI* accredited schools are required to have 85% of their teachers certified by *ISEI* and/or the NAD.

1.2. Certification Provisions

- 1.2.1. The *ISEI* Certification Review Committee 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 or exceptions pertaining to certification of individual teachers. The Certification Review Committee will forward to the *ISEI* office a copy of its minutes.
- 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. [See 6.1 Teacher Certification Application](#)
 - 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 teacher certification.

1.4.4 Degree Requirement

An applicant seeking a certificate, except the Paraprofessional 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 2.5.2b](#))
- 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) Paraprofessional Teaching Certificate (c) 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 training and/or experience in a specific area of vocational or technical expertise. 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 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 [2.1.2 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.
 - Educational Psychology
 - Educational Assessment
 - Methods in Teaching

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. (See [6.3](#))
 - 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. (See [6.2.2](#) and [6.3](#))
 - 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 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. Requirement for renewal is evidence for one CEU.

2.3 Designated Teaching Certificate

2.3.1 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.

2.3.2 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 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.

2.3.3 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 the equivalent of two CEUs/year. CEUs may be met by courses from the Adventist Learning Community and ISEI workshops: ([See 6.3](#))
 - 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.

2.4 Conditional Teaching Certificate

2.4.1 Introduction

A Conditional 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.

2.4.2 General Requirements

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

- a. Meets the General Eligibility Requirements. (See [Section 1.4](#))
- b. Holds an Associate of Arts or bachelor's degree or its equivalent.
- c. Is working toward meeting the requirements for a Basic Teaching Certificate.

2.4.3 Renewal of the Conditional Teaching Certificate

- a. The Conditional Teaching Certificate is valid for three year(s). Renewal of the certificate requires:
 - Completing six semester/nine quarter credit hours of college work until the requirements for the Basic Teaching Certification are met. (See [4.13.2](#))
 - Submitting official transcripts of academic credit earned. (See [6.2.2](#))
 - 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.
- c. The religious requirement for the Basic Teaching Certificate (See [2.6.2b](#)), can be met by passing a competency exam as part of, or in addition to, the required six semester/nine quarter hours until the religion requirement is completed.

2.5 Basic Teaching Certificate

2.5.1 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.

2.5.2 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

*If Spirit of Prophecy is integrated with Seventh-day Adventist Church History please provide a course description.
- 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.
 - Secondary Curriculum and Methods or Elementary Methods

2.5.3 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](#))

- 2.5.4 A teacher must complete six CEUs in addition to the three years of teaching to qualify for Standard Certification. CEUs can be earned for academic credit as well, 1 academic credit=3 CEUs.
- Submit official transcripts of academic credit earned. (See [6.2.2](#))
 - Submit CEUs earned. (See [6.3](#))

2.6 Standard Teaching Certificate

2.6.1 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.
- f. Submits official transcripts of academic credit earned.

2.6.2 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](#))

2.6.3 Renewal of the Standard Teaching Certificate

- a. The Standard Teaching Certificate shall be valid for five years. The certificate may be renewed by completing 10 CEUs and/or the equivalent in academic credit (1 academic credit=3 CEUs).
 - Submit official transcripts of academic credit earned. (See [6.2.2](#))
 - Submit CEUs earned. (See [6.3](#))
 - 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.

2.7 Professional Teaching Certificate

2.7.1 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 2.6](#))
- 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.

2.7.2 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](#))

2.7.3 Renewal of the Professional Teaching Certificate

- a. The Professional Teaching Certificate is valid for five years. Renewal of the certificate requires:
 - 10 CEUs which may be earned in one of the following ways:
 - Completion of graduate course work in professional education or area(s) of endorsement (1 academic credit = 3 CEUs) or,
 - Continuing Education Units (CEU) (See [Section 4.4](#) and [6.3](#)) or,
 - Any combination of the above.
 - Submitting official transcripts of academic credit earned. (See [6.2.2](#))
 - Submit CEUs earned. (See [6.3](#))
 - 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

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
 - Recommended areas:
 - social studies
 - health
 - art
 - music
 - physical education
 - applied arts
- b. 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.
- 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

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. (See [2.5](#))
- 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, Designated 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.

4.5 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 another *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 one course outside his/her area(s) of endorsement. A school may request an exception.

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.

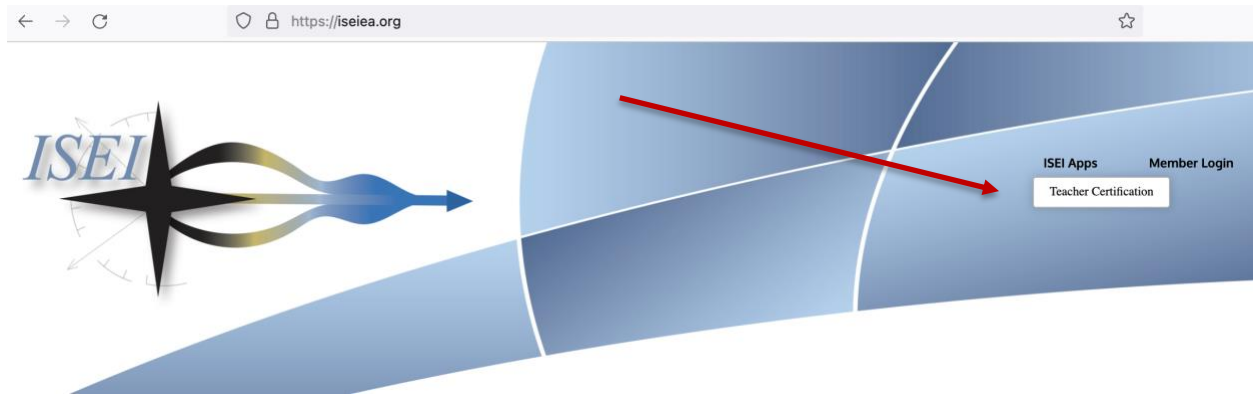
4.15 State or Government Recognized Teacher

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 (as available)
 - 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), 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.

5.1 Login

5.1.1 Username and Password

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.

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

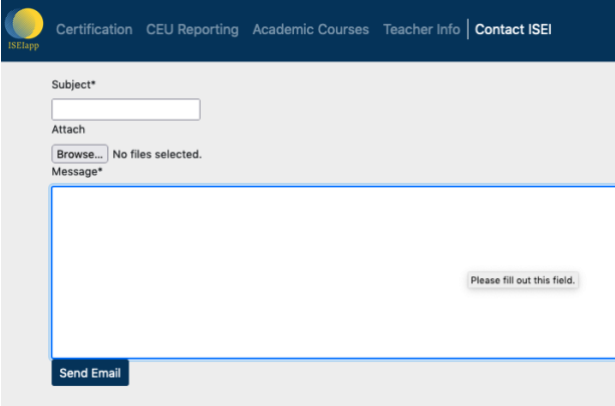
If an account has not been created for you, please request it by emailing your full name and school you are working at to: teacher_certification@iseiea.org

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 or through the *Contact ISEI* page.



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

ISEIapp

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

Subject*

Attach

Browse... No files selected.

Message*

Please fill out this field.

Send Email

6 TEACHER PANEL

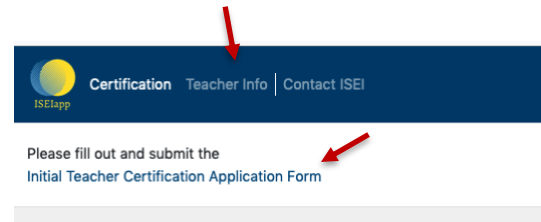
6.1 Teacher Certification Application

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 Initial Teacher Certification Application' form. The top navigation bar is dark blue with the ISEIapp logo and links for 'Certification', 'Teacher Info', and 'Contact ISEI'. The user 'Carlos, Shorte' is logged in. The form has a title 'ISEI Initial Teacher Certification Application' and a red instruction: '*Please fill out the information below, including Teacher Info and Address'. The form is divided into three main sections. The first section, 'Personal Information', contains fields for Name (Shorte, Carlos), Email address (teacherCarlos@ss.com), Date of birth (None), Address, School (Sample School), Phone number (None), and Teacher_ID (21-0178). There are 'Update personal information' and 'Update Address' buttons. The second section, 'Colleges Attended List', has an 'Update' button and a table with columns: College Name, City, State/Country, Start Date, End Date, Degree Level, Degree Name, and Transcript Status. The third section, 'Schools of Employment List', has an 'Update' button and a table with columns: School, City, Country, Start Date, End Date, and Courses taught. Red arrows point to the 'Update' buttons and the 'Update personal information' button.

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 ☐ **Selected**
Subject Areas ☐
Elementary ☐
Designated ☐

Certification Level Requested:

Designated

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.

This screenshot shows the ISEI application status page. The top navigation bar includes links for Certification, CEU Reporting, Academic Courses, Teacher Info, and Contact ISEI. The user is logged in as Carlos, Shorte. The main content area states: "Your Teacher Certification Application has been received." with a "See application" button. Below this, it says "Date submitted: Sept. 1, 2017" and "Not reviewed yet." with a red arrow pointing to the latter text. A section titled "Colleges Listed for Transcripts" contains a table with one entry: Southern Adventist University, BS in Chemistry, with a 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.

This screenshot shows the ISEI application status page. The top navigation bar is the same. The main content area states: "Your Teacher Certification Application is being processed." with a "See application" button. Below this, it says "Date submitted: May 6, 2017" and "ISEI revision date: May 7, 2017". A red arrow points to a "Note from ISEI office:" which reads "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 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.

This screenshot shows the ISEI application status page. The top navigation bar is the same. The main content area states: "Your Teacher Certification Application has been received." with a "See application" button. Below this, it says "Date submitted: May 6, 2020" and "ISEI revision date: May 17, 2020". A red arrow points to the text "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 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** (with a "Renew" button)
- Endorsements:** Chemistry, 9-12
- Valid:** Nov. 17, 2017 - Sept. 30, 2022
- Basic Requirements Met:**
 - Requirement:** Spirit of Prophecy, Seventh-day Adventist Church History, Seventh-day Adventist Doctrines, Biblical content studies
 - Met by:** Spirit of Prophecy, SAU, SDA Church History, SAU, Principles of Faith, SAU, 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.

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. 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 "Academic Courses" form in the ISEIapp. The top navigation bar is the same as the previous screenshot. The form includes a "Hide" button and the following fields:

- University* (text input)
- Name* (text input)
- Credits* (text input)
- Date completed* (text input with a placeholder "mm / dd / yyyy")
- ☐ Transcript requested
- Submit (button)

6.2.3 Expired Certificates

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

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](#).

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
School: Sample School
Update personal information

Email address: teacherCarlos@ss.com
Phone number: 123 456 7890

Date of birth: April 5, 1986
Teacher_ID: 21-0178

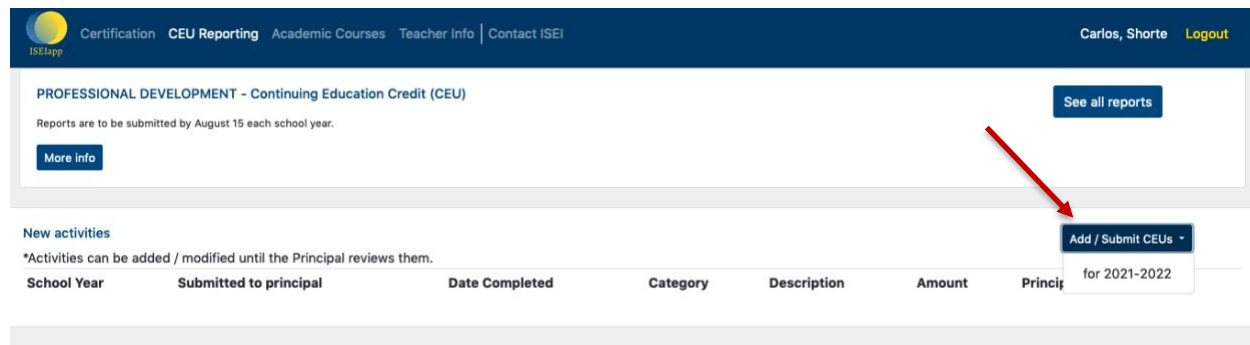
Address: SomeLane St 5
Lakeview, MT, 98765, USA
Update Address

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.

[More info](#) [See all reports](#)

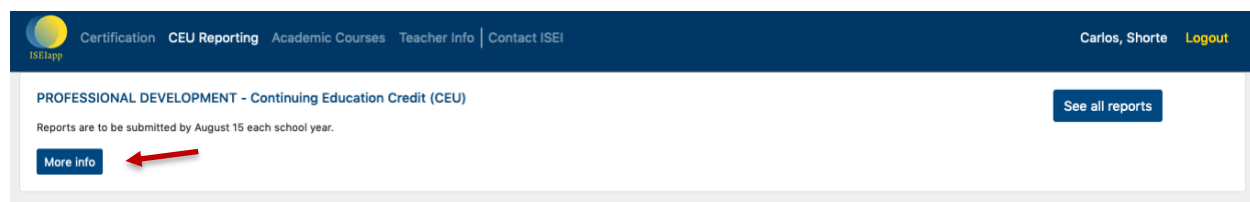
New activities

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

Add / Submit CEUs for 2021-2022

School Year	Submitted to principal	Date Completed	Category	Description	Amount	Principal
-------------	------------------------	----------------	----------	-------------	--------	-----------

6.3.1 CEU Info



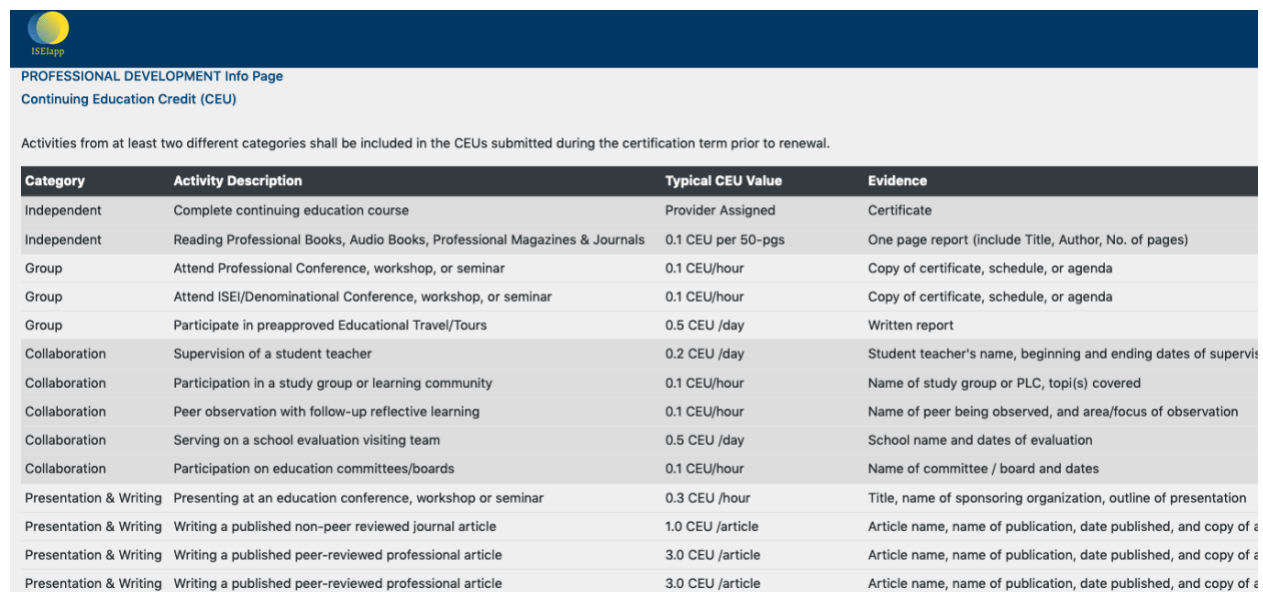
ISEIapp Certification **CEU Reporting** Academic Courses Teacher Info | Contact ISEI Carlos, Shorte Logout

PROFESSIONAL DEVELOPMENT - Continuing Education Credit (CEU)

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

[More info](#) [See all reports](#)

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	The_Thinking_Classroom.jpg	Update	Delete

[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.

[Update Report](#)

Date submitted

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

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](#)

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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	Supporting_Files/2021/11/17/Certificate_Assessment_Workshop.pdf	Nov. 30, 2021
2021-2022	May 10, 2021	The Thinking Classroom	200.0 Pages	Supporting_Files/2021/11/17/The_Thinking_Classroom.jpg	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.

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

Certified teacher with certification expiring soon.

Hide List Teachers with Expired Certificates: 1		
Teacher	Certification	Expiration Date
Xi, Patricia	Standard Teaching Certificate	Aug. 30, 2021

Expired Certificate

Hide List Non Certified Teachers: 2	
Teacher	Application Status
Fontes, Rolando	Submitted
Montes, Carlos Paul Jr	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.

Teacher Certification Status

Percent of registered teachers certified: **21%**

[Show List](#) Certified Teachers: 3

[CEU Reports 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.

Complete Reports:

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

[Cancel](#)

Teacher CEU Reports to be reviewed:

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

Summary: None

[Report Complete](#)


*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																				
			Show Activities																				
Ivanov, Reka	2020-2021	Principal Approval Pending	Updated: Dec. 2, 2021																				
			Hide Activities																				
<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 / None yet</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 / None yet</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 / None yet	ISEI Certificate	Updated: Dec. 2, 2021	May 20, 2021	The Thinking Classroom	270.0 Pages / None yet	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 / None yet	ISEI Certificate	Updated: Dec. 2, 2021																			
May 20, 2021	The Thinking Classroom	270.0 Pages / None yet	See attached document	Updated: Dec. 2, 2021																			
Summary: None																							
Fontes, Rolando	2019-2020	Not submitted	Updated: Nov. 29, 2021																				
			Show Activities																				

8 GLOSSARY

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.
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.
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.

9 INDEX

Academic Courses.....	6.2.2
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