



TEACHER CERTIFICATION PROGRAM



National Association of Private & Home Schools
PO Box 3068
Fayetteville, NC 28302

Dear Educator,

Thank you for your voluntary participation in our Certification Program. Several items must be considered prior to your enrollment in the program.

1. You must be employed by an NAPHS member school or be an individual member of NAPHS.
2. The applicant is responsible for having official transcripts of all college education sent to the NAPHS office. We do not accept college credit from correspondence schools. Online school programs and local ministry school credits are acceptable as long as they are nationally or regionally accredited.

STEPS TO COMPLETING THE APPLICATION

- Answer all the questions on the application form. (Do not send a resume in lieu of completing application.)
- Request the certificates, title(s) and endorsement(s) for which you qualify.
- Request copies of your official college transcripts be sent to NAPHS office. (See address below)
- Attach a check for the processing fee if the school has not taken care of that already. Simply contact our office if there is a concern on this.
- Submit the application for your administrator's review and signature.
- Mail application and processing fee to:
NAPHS Office
PO Box 3068
Fayetteville, NC 28302



National Association of Private & Home Schools Office
PO Box 3068
Fayetteville, NC 28302

Personal Information

Mr. Mrs. _____
First Name Initial Last Name

Address _____

City _____ State ____ Zip Code _____

Phone (____) _____ Email _____

Present Employment

Name of School _____

City _____ State ____ Zip Code _____

Phone _____ Email _____

Type of Certificate Requested

__ Early Childhood/Preschool __ Elementary __Secondary __Counselor

__Special Education __Administrator

Renewals – documentation / transcripts must be included

Number of CEUs submitted for renewal of certificate _____

Number of credit hours submitted for renewal of certificate _____

Education Information

Colleges Attended	State	Major Field of Study	Dates Attended	Degrees Obtained

Permits / Certificates

Issued By	Certificate	Expiration

Currently employed: _____ Grades teaching: _____

Secondary teachers: list classes you teach _____

Previous Experience

Dates Employed	Name of School	City/State	Position/Grade Taught	Full Time(FT) Part Time(PT)

Confirmation & Signature

I hereby state that the information provided on this application is true and accurate to my knowledge.

Applicant's Signature

School Administrator Approval

I recommend the applicant as being qualified for the requested certification. The applicant has demonstrated great character, and evidences an aptitude for teaching. I recognize my responsibility to notify NAPHS should this applicant be dismissed for unethical or immoral behavior.

Name of School _____ Phone _____

Name of Administrator _____

Address _____

City _____ State _____ Zip Code _____

Administrator's Signature _____ Title _____ Date _____

CATEGORIES OF TEACHER CERTIFICATION

EARLY CHILDHOOD / PRESCHOOL

Provisional: This certificate is issued to applicants who have not earned an Associate of Arts degree. It is valid for two years and may be renewed upon completion of 12 credit hours toward an Associate of Arts degree or Bachelor's degree in Early Childhood Education, or complete ten hours of documented early childhood service training. Applicant must have two years of experience in a preschool center.

Professional: This certificate is issued to applicants who hold an Associate of Arts degree with 12 or more hours in Early Childhood Education or a Bachelor's degree in education with 6 or more credit hours in Early Childhood Education or have completed ten years of experience in a preschool center. It is valid for 3 years and may be renewed upon completion of six credit hours and 5 CEUs.

ELEMENTARY

Temporary: This certificate is issued to applicants who have not earned a Bachelor's degree, but who have completed an Associate of Arts degree or 90 credit hours or more of college work. It is valid for one year and may be renewed upon completion of six credit hours towards a Bachelor's degree in Elementary Education.

Provisional: This certificate is issued to applicants who have earned a Bachelor's degree, but have not completed their degree in Elementary Education. It is valid for two years and may be renewed upon completion of 12 credit hours towards Elementary Education.

Professional: This certificate is issued to applicants who have earned a Bachelor's degree in Elementary Education. It is valid for three years and may be renewed upon completion of 15 CEUs.

Advanced Professional: This certificate is issued to applicants who hold a Master's degree in an area of education with at least five years of experience teaching in an elementary school. It is valid for five years and may be renewed upon completion of 22 CEUs.

SECONDARY

Temporary: This certificate is issued to applicants who have not earned a Bachelor's degree, but who have completed an Associate's degree or 90 credit hours of college work. It is valid for one year and may be renewed upon completion of six credit hours towards a Bachelor's degree in Secondary Education with a corresponding appropriate subject area.

Provisional: This certificate is issued to applicants who have earned a Bachelor's degree, but who have not completed their degree in Secondary Education. It is valid for two years and may be renewed upon completion of 12 credit hours towards Secondary Education.

Professional: This certificate is issued to applicants who have earned a Bachelor's degree in Secondary Education. It is valid for three years and may be renewed upon completion of 15 CEUs.

Advanced Professional: This certificate is issued to applicants who hold a Master's degree in Secondary Education and who has acquired at least three years of experience in a high school. It is valid for five years and may be renewed upon completion of 22 CEUs.

COUNSELOR

Provisional: This certificate is issued to applicants who have earned a Master's degree, but have not completed the degree in Counseling. It is valid for two years and may be renewed upon completion of 12 credit hours towards Counseling.

Professional: This certificate is issued to applicants who have earned a Master's degree in Counseling. It is valid for three years and may be renewed upon completion of 15 CEUs.

Advanced Professional: This certificate is issued to applicants who hold a Master's degree or higher in Counseling, and who have at least three years experience in a K-12 school. It is valid for five years and may be renewed upon completion of 22 CEUs.

SPECIAL EDUCATION

Provisional: This certificate is issued to applicants who have earned a Bachelor's degree but have not obtained the degree in Special Education. It is valid for one year and may be renewed upon completion of six credit hours towards Special Education.

Professional: This certificate is issued to applicants who have earned a Bachelor's degree in Special Education. It is valid for two years and may be renewed upon completion of 15 CEUs.

Advanced Professional: This certificate is issued to applicants who hold a Master's degree in Special Education, who has obtained at least three years experience in a K-12 school. It is valid for five years and may be renewed upon completion of 22 CEUs.

ADMINISTRATOR

Provisional: This certificate is issued to applicants who have earned a Master's degree, but have not completed the degree in Educational Administration. It is valid for two years and may be renewed upon completion of 12 credit hours towards Educational Administration.

Professional: This certificate is issued to applicants who have earned at least a Master's degree in Educational Administration. It is valid for three years and may be renewed upon completion of 15 CEUs.

Advanced Professional: This certificate is issued to applicants who hold a Doctor's degree in Educational Administration, and who have at least three years experience in a K-12 school. It is valid for five years and may be renewed upon completion of 22 CEU.

CEU CONVERSION

Continuing Education Units (CEUs) are commonly offered for attendance at seminars sponsored by universities, teachers' conventions or other education institutions. The award of CEUs are typically as follows:

3 contact hours = 1 CEU

However, NAPHS reserves the right to assign CEUs to any event in which a member school faculty member attends. If you have any questions on the potential earnings of CEUs, please contact our office.

Most of the conferences or seminars scheduled will be free unless grant funding was not available to cover the event. Please do not pay for registration to conferences in which you question the validity or its approval to award CEUs. Contact our office first and we will investigate and notify you of the approval.

The following programs are acceptable for CEUs:

- All sessions offered through your State Department of Education.
- All sessions offered through your Local Education Agency (LEA).
- Approved member school conferences and seminars.
- Approved church conferences and seminars.
- Out of state conferences and seminars held by reputable education organizations.