



# Church of God Association of Christian Schools

3736 Cragmont Drive  
Tampa, FL 33619-1384

## EDUCATOR CERTIFICATION APPLICATION

Please read and complete your application carefully. If your application is incomplete for any reason other than the omission of transcripts that will be coming later from an educational institution, your materials will be returned to you with a note explaining what is lacking. A \$10 processing fee must be included when resubmitting materials within six months of an incomplete application. Please do NOT staple or tape pages or payment. If you need additional space for your educational background information, please include a separate sheet. Please note that the application fee is nonrefundable.

## CONTACT INFORMATION

CGACS Membership Number (if applicable) \_\_\_\_\_ Social Security Number \_\_\_\_\_

Title:  Mr.  Mrs.  Miss  Ms.

\_\_\_\_\_  
Last Name First Name

\_\_\_\_\_  
Middle Name Maiden Name/Former Name

\_\_\_\_\_  
Street Address or Post Office Box

\_\_\_\_\_  
City State Zip Code Home or Cell Phone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Christian School Where Presently Employed (if applicable) Contact Person

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
School Phone School Fax

\_\_\_\_\_  
Church of Membership or Regular Attendance

## EDUCATION

### COLLEGES/UNIVERSITIES ATTENDED

### DATES ATTENDED

### DEGREES EARNED

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## SECTION I: APPLICATION FOR INITIAL CERTIFICATION

Certificate Applying For:

### Teaching Credential – Early Education

Entry Level       Intermediate Level       Professional Level

Cost: \$40.00

### Teaching Credential – K-12

Elementary K-6       Temporary       Professional  
Secondary 7-12       Temporary       Professional  
All Levels       Temporary       Professional

Cost: \$40.00

### Specialized Endorsements (You may have multiple subjects on an all-levels certificate.)

Cost: \$20.00 each

Art       Drama/Speech       Math       Science  
 Bible       English       Music       Social Studies  
 Computer/Technology       Foreign Language       Physical Ed/Health

### Administrator Credential

Cost \$60.00

Temporary       Professional

### Endorsements

Early Education       Elementary (K-6)       Secondary (7-12)  
 All Levels (K-12)       Superintendent (Preschool-12 or multiple campuses)

## INITIAL CERTIFICATION PROCESS

1. Complete and submit the application.
2. Review and submit additional certification requirements found our website at [www.cgacs.org](http://www.cgacs.org)
3. Submit either:
  - a. Transcripts showing at least a bachelor's degree from an accredited or recognized college. Transcripts must include your name, the degree earned (if applicable), the date the degree was issued, and the college/university name and location (all printed by the college/university). Transcripts must be official. Do not send diplomas in place of transcripts.
  - b. A current state certificate (not substitute or emergency) in the field of certification you are requesting. If the state certificate uses codes, please ensure that the key to the codes is enclosed.
  - c. For child care, transcript from DCF or other agency indicating courses/hours completed.
4. Submit the application fee as stated above for each certificate requested.

If your degree was earned outside the United States or Canada, you need to obtain an equivalency report verifying that your degree is equivalent to a U.S. regionally accredited bachelor's degree before your paperwork can be processed.

Please indicate the number of transcripts being sent separately and date they were requested (i.e., directly from a college or university).

Please indicate the number of sealed transcripts included with this application.

**We recommend transcripts be submitted with the application to speed up the process time.**

## SECTION II: APPLICATION FOR RENEWAL OR UPGRADE

Renewing or upgrading for:

### Teaching Credential – Early Education

Entry Level       Intermediate Level       Professional Level

Cost: \$40.00

### Teaching Credential – K-12

Elementary K-6       Temporary       Professional  
Secondary 7-12       Temporary       Professional

Cost: \$40.00

All Levels

\_\_\_\_\_ Temporary

\_\_\_\_\_ Professional

**Specialized Endorsements** (You may have multiple subjects on an all-levels certificate.)

**Cost: \$20.00 each**

\_\_\_\_\_ Art

\_\_\_\_\_ Drama/Speech

\_\_\_\_\_ Math

\_\_\_\_\_ Science

\_\_\_\_\_ Bible

\_\_\_\_\_ English

\_\_\_\_\_ Music

\_\_\_\_\_ Social Studies

\_\_\_\_\_ Computer/Technology

\_\_\_\_\_ Foreign Language

\_\_\_\_\_ Physical Ed/Health

**Administrator Credential**

**Cost \$60.00**

\_\_\_\_\_ Temporary

\_\_\_\_\_ Professional

**Endorsements**

\_\_\_\_\_ Early Education

\_\_\_\_\_ Elementary (K-6)

\_\_\_\_\_ Secondary (7-12)

\_\_\_\_\_ All Levels (K-12)

\_\_\_\_\_ Superintendent (Preschool-12 or multiple campuses)

### RENEWAL CERTIFICATION PROCESS

1. Complete and submit the application.
2. Submit verification of all renewal or upgrade requirements as listed on the Credit Evaluation and Recommendation form.
3. Submit the application fee as stated above **per level** of certification unless you are
  - a. Upgrading to lifetime; if so, see the information listed on the next page.
  - b. All renewal requirements must be earned after the issue date of the current certificate.
4. Renewing or upgrading a certificate within 6 months of the evaluation date of previous certificate; direct any inquiries to our office.

**Instead of sending items in separate mailings, please send only completed packets of renewal/upgrade materials.**

### CHECKLIST TO EXPEDITE APPLICATION PROCESSING

- Do not use staples or tape on the application or payment.
- Make sure your payment is enclosed. Ensure that checks are made payable to CGACS, the correct date is on the check, and the check is signed.
- Include all transcripts, state licenses, CEUs, and any other pertinent information so that we can grant you the highest possible level of certification. Transcripts sent by colleges/universities may delay the process. All transcripts submitted separately are kept on file for y months and then destroyed if an application has not been sent.
- Fill out this application in its entirety. If you have an email address, please be sure to include it so that we can notify you when your material is being processed, pending, or current.

If the following are necessary for renewal of your certificate, please include them:

- Documentation indicating the completion of the education from A Biblical Worldview course or a biblical philosophy of education course requirement
- **Copies** of continuing education unit (CEU) certificates
- **Copies** of transcripts verifying the completion of biblical and/or educational studies courses

CGACS is committed to responding to the needs of Christian educators and schools and to leading its membership to spiritual and academic excellence. CGACS does not discriminate on the basis of age, gender, race, national or ethnic origin, or disability, either in the provision of its programs or services.

Please review your application carefully. If the application is incomplete for any reason, it will be returned. All application fees are non-refundable. If materials are returned to you and you must resubmit within 180 days of your original application, a \$10 resubmission fee will be charged. If you resubmit after the 180 days of your original application, another **full** application fee will be required.