

TEACHER DEVELOPMENT AND CERTIFICATION HANDBOOK

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Asia Pacific Theological Association

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TABLE OF CONTENTS

TEACHER DEVELOPMENT AND CERTIFICATION COMMISSION	1
TEACHER CERTIFICATION	2
BENEFITS OF TEACHER CERTIFICATION	2
BASIC REQUIREMENTS FOR TEACHER CERTIFICATION	3
APPLICATION PROCEDURE	4
CERTIFICATION CATEGORIES AND REQUIREMENTS	5
LOSS AND RESTORATION	7
APPENDIX 1: ACCEPTABLE SUBJECT AREAS FOR EDUCATION REQUIREMENT	8
APPENDIX 2: FORMS (Form 1A)	9
Form 1B	12

TEACHER DEVELOPMENT and CERTIFICATION COMMISSION

A. Authorization and Relationships

Teacher development & certification is a service of the Asia Pacific Theological Association (APTA), authorized by its Constitution (Article XIII) and Bylaws (Article XII). The Teacher Development & Certification Commission (TDCC) exists to provide a teacher development & certification program for individual members and teachers of member schools of APTA who desire it. The TDCC reports to the Executive Board of APTA and through it to the Association. The Commission relates to the Association office and conducts its correspondence through the Office of the APTA Executive Director.

B. Purposes and Functions of the TDCC

1. To establish, evaluate, and revise, as necessary, the requirements for certification;
2. To formulate and propose revisions in operational policies for certification to the Board;
3. To receive, classify, and process applications for certification;
4. To grant, deny, or revoke certification;
5. To establish and implement the certification appeal process;
6. To conduct and/or facilitate teacher development workshops, seminars, and credited subjects as requested by individual institutions through the Executive Director.

TEACHER CERTIFICATION

Teacher certification is a service of APTA provided for members who choose to participate. It is defined by this Association to mean that an individual has fulfilled the objective criteria enumerated in this handbook for specific categories of recognition. These criteria provide for confirmation of the applicant's character, doctrinal integrity, and qualifications as a teacher.

The TDCC certifies individuals in the following categories: *Specialized, Provisional, Basic, Standard, Professional*; and *Advanced Professional*. Each category has specific requirements and terms involving periods of validity and renewal.

THE BENEFITS OF TEACHER CERTIFICATION

Certification can provide:

1. Formal recognition of an individual teacher's training and experience;
2. Incentive for teachers to continue developing their professional skills;
3. Guidelines for faculty selection, evaluation, and retention;
4. Evidence of faculty qualifications to support a school's progress toward accreditation;
5. Common standards for teachers at specific levels of professional development.

BASIC REQUIREMENTS FOR TEACHER CERTIFICATION

An individual, to be considered for certification, must:

1. Be a faculty member of a school which is in good standing with APTA or be an individual member of APTA in good standing;
2. Be in harmony with the statement of faith in Article III of the APTA constitution;
3. Demonstrate exemplary Christian character.
4. Give evidence of being in good standing with his/her denomination. If the applicant is not a credentialed minister, then a reference is to be supplied by the senior minister of his/her local church;
5. Have fulfilled the educational and experience requirements appropriate to the category.

Qualifications are recognized from schools that are:

- APTA members;
- Approved by a governmental or recognized accrediting agency; and/or
- Affiliated with or recognized by the applicant's General Council.

Qualifications from other schools or through life experience are evaluated by the TDCC on a case-by-case basis.

APPLICATION PROCEDURE

A. INITIAL APPLICATION STEPS

1. Steps by Applicant

Before formal application is made, the individual should determine whether basic requirements for the category of certification desired have been met.

- a. The applicant will send a completed Application Form to the APTA Office, cosigned by the president/principal or academic dean of their school (An application packet may be obtained from the APTA Office or a member school.)
- b. The applicant must arrange for official transcripts (in English) of postsecondary education to be sent to the APTA Office directly from the school(s) issuing the transcript(s).
- c. The applicant must arrange for the Character Reference Form to be sent directly to the APTA Office by an official of his/her church or denomination.

2. APTA Office Actions

- a. Applications are processed by the Executive Director for recommendation to the TDCC.
- b. Once a decision has been made by the TDCC, the applicant will be advised by the Executive Director.

B. RENEWAL

1. Approximately six months before an individual's certification expires, the APTA Office will send the certificant an Application Form for Renewal. The certificant is responsible for returning this form to the APTA Office before the expiration date.
2. A renewal application received after certification has expired will be subject to a reinstatement fee.

C. CHANGE OF CATEGORY

1. The certificant desiring consideration for a change in category is responsible for submitting a new application form to the APTA Office.
2. The certificant must arrange for official records (in English) to be sent directly to the APTA Office verifying additional qualifications or subjects completed.

CERTIFICATION CATEGORIES AND REQUIREMENTS

Category	Specialist	Provisional	Basic	Standard	Professional	Advanced Professional
Term	3-yr renewable	3-yr renewable twice	6-yr renewable	6-yr renewable	6-yr renewable	6-yr renewable
Academic Requirements	Expertise in area of teaching established by such evidence as years of experience, professional certification, etc.	Diploma, bachelor's degree, or graduate degree in area of teaching	Diploma with 6 Education & 12 Bible/Theology units*	Degree with 9 Education & 12 Bible/Theology units*	Graduate degree with 9 Education & 12 Bible/Theology units*	Earned doctorate
Teaching Experience			3 yr	3 yr	3 yr	9 yr
Professional Development		Evidence of progression toward Basic, Standard, or Professional Certification			Evidence of ongoing professional development**	Evidence of ongoing professional development**

*One unit equals 12.5 hours of contact time plus outside assignments. May be obtained through such means as APTA and/or APEO seminars (live or on-line), Bible college or seminary classes, on-line courses, supervised independent studies, distance education, etc.

**Attendance at professional conferences, presenting papers at professional conferences, conducting seminars, research, writing articles, community/ministry involvement, executive roles in academic organizations, further studies (formal or independent), etc.

A. SPECIALIST CERTIFICATION

Specialist certification may be granted to an individual based upon a request by a member institution. This certification will apply to an individual who teaches courses in that specific institution relating to his/her expertise. Requirements for this certification are determined by the TDCC on a case-by-case basis. Evidence may include acknowledged competency, experience in the specialist's field, professional certification, published works, previous teaching experience, etc.

B. PROVISIONAL CERTIFICATION

Provisional certification provides an entry point toward Basic, Standard, or Professional certification. It is intended for applicants who have less than 3 years of teaching experience and/or do not have the required number of Education and/or Bible/Theology subjects. Provisional Certification can be renewed only twice.

C. TEACHING EXPERIENCE REQUIRED

To advance from Provisional to Basic, Standard, or Professional certification, three years of post-secondary teaching experience are required. Advanced Professional certification requires nine years of teaching experience. Teaching at least three subjects within a school year will be accepted as one year of teaching experience. However, no more than one year of teaching experience will be credited for any twelve-month period, regardless of the number of subjects taught. Those teaching less than three subjects in a year may accumulate the required number of subjects over additional years (e.g., three years of teaching one subject per year equals one year of teaching).

LOSS AND RESTORATION

A. SUSPENSION

Certification is suspended when individual APTA membership lapses. The certificate is to be returned to the APTA Office in such instances.

B. VOLUNTARY SURRENDER

A certificant may decide for personal reasons to voluntarily surrender his/her certificate.

C. REVOCATION

A certificate may be revoked by the TDCC at any time if there is sufficient evidence that the holder is found to be guilty of violating Christian standards of conduct or professional ethics or is no longer in harmony with the APTA statement of faith.

D. NOTIFICATION AND APPEAL

1. A person charged with a violation shall be notified of the charges against him/her and given opportunity to provide a defense in writing or in person to the TDCC.
2. Decisions of the TDCC regarding the category assigned, denial, or loss of certification may be appealed to the APTA Executive Board. An appeal must be made within 120 days after notification of action taken has been posted to the certificant. The appeal must be in writing addressed to the APTA office, signed by the certificant concerned, and specify the basis of the appeal. The subsequent decision of the APTA Executive Board shall be considered final.
3. If certification is revoked upon conclusion of the process, the last employing institution of record will be notified.

E. RESTORATION

Restoration may be requested by submitting a new application to the APTA office after a 12-month period.

Appendix 1

Acceptable Subject Areas for Education Requirements

At least six units from the following:

- Classroom Assessment Strategies
- College Teaching
- Curriculum Development
- Educational Psychology
- Learning Theories
- Practice Teaching
- Principles of Teaching
- Teaching Techniques
- TDCC Approved Teaching Seminar
Teaching Methods

Remaining units may be from the following subjects:

- Adolescent Psychology
- Classroom technology
- Computers in Education
- Communication Techniques
- Cross-cultural Communication
- Counseling
- Educational-Social Foundations of Learning
- Faith Development and Learning
- Methods of Bible Study
- Narrative Techniques
- Public Speaking/Effective Communication
Tests and Measurements

Other subjects that contribute to the practice of teaching may be accepted by the TDCC on a case-by-case basis.

Appendix 2 – FORMS

FORM 1A

**ASIA PACIFIC THEOLOGICAL ASSOCIATION
TEACHER CERTIFICATION**

APPLICATION

Direction for Completing Application:

In order for this application to be processed, the following items must be received:

- Application fee (US\$10.00)
 - Character Reference Form**
 - Official copies of all relevant transcripts
 - Copy of current ministerial credentials (if applicable)
-

Application for certification:

- Specialist**
- Provisional**
- Basic**
- Standard**
- Professional**
- Advanced Professional**
- Renewal**

SECTION ONE : GENERAL INFORMATION

Name: _____
Family Name Given Names

Mailing Address: _____

Tel. No: () _____ (H); () _____ (O); E-Mail _____

Date of Birth: _____ Denominational Affiliation: _____
(day/month/yr)

Name of School where currently teaching _____

School address _____

School e-mail _____

Home Church: _____

Pastor's Name: _____

Church Address: _____

Church e-mail: _____

Are you a member of APTA: Yes () No ()

SECTION TWO: ACADEMIC INFORMATION

POST SECONDARY SCHOOL/S ATTENDED	MAJOR	DE-GREE	YEAR CON-FERRED

SECTION THREE: RECORD OF TEACHING EXPERIENCE*

EXPERIENCE	YEARS	SCHOOL/ CHURCH	LEVEL/ POSITION

*For specialist certification list relevant experience.

List all the subjects you have taught in Bible schools which meet the APTA experience requirements of 3 or 9 years, depending on the category of certification for which you are applying.

Year	Subjects Taught

SECTION FOUR: DECLARATIONS

I affirm that the information contained in this application is true and correct. I am in harmony with the Statement of Faith of Asia Pacific Theological Association as found in Article III of the APTA Constitution.

Signature of Applicant

Date

SECTION FIVE: AFFIRMATION OF PRESIDENT/PRINCIPAL OR ACADEMIC DEAN

I affirm that to the best of my knowledge the information contained in this application is true and correct.

Name: _____ Position _____

Signed

Date

Please submit this application to:

**Asia Pacific Theological Association
c/o Dr. Alex B. Fuentes
P.O. Box 13844
Ortigas Center,
1605 Pasig City
PHILIPPINES**

FORM 1B

**ASIA PACIFIC THEOLOGICAL ASSOCIATION
TEACHER CERTIFICATION**

CHARACTER REFERENCE FORM

(To be completed by the applicant's pastor or a denominational leader.)

Name of Applicant : _____

The above applicant is applying for a teacher certification Please fill out this form and return it to:

APTA, P.O. Box 13844 Ortigas Center, 1605 Pasig City, PHILIPPINES

Name of Person completing this form: _____

Name of Church/Denomination: _____

Position: _____

How long have you known the applicant? _____ years

In what relationship have you worked with this applicant? _____

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

Please rate the applicant for each of the following characteristics on a scale of 1 to 5:

(1-Unacceptable; 2-Poor; 3-Acceptable; 4-Good; 5-Excellent)

SPIRITUALITY	1	2	3	4	5
Consistent study and application of the Word					
Worship					
Sensitivity to the Spirit					
Involvement in the local church					
ATTITUDE					
Servanthood					
Teachability					
Dependability					
Respect for Authority					

	1	2	3	4	5
Integrity / Honesty					
Self-control					
Cooperation					
Diligence					
Emotional stability					
RELATIONSHIP WITH					
Family					
Co-workers					
Community					
Opposite Sex					
Students					
FINANCIAL STEWARDSHIP					
Lives within means					
Pays debts promptly					
Shows generosity					
Support Church ministries					

Add any other information that would assist APTA to evaluate this candidate for teacher certification.

Signature

Date

Contact Information:

ASIA PACIFIC THEOLOGICAL ASSOCIATION

P.O. Box 13844, Ortigas Center
1605 Pasig City, Metro Manila
Philippines

Website: www.apta-schools.org

Email: apta.org@gmail.com