

**SEVENTH-DAY ADVENTIST CHURCH IN CANADA
APPLICATION FOR DESIGNATED SUBJECTS/SERVICES CERTIFICATE**

Name _____ Email _____

Applicant Contact# _____ Conference _____ School _____

GENERAL REQUIREMENTS

The Designated Subjects/Services Certificate is issued to an 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. The designated subjects' certificate is generally issued to part-time or temporary employees who meet the eligibility requirements and are filling a unique school need. In limited instances it may be issued to full-time employees and fully-certificated teachers who meet the eligibility requirements and are qualified to teach a class outside of their areas of endorsement. This certificate cannot be substituted for a Basic, Standard, or Professional Teaching Certificate, or used in a way to circumvent the meeting of the requirements for those certificates.

The following requirements must be met (See pages 17-19 of the K-12 Educators' Certification Manual):

The application for the Designated Subjects/Services Certificate shall be recommended by the local conference office of education or boarding academy principal/president for consideration by the union conference office of education.

Eligibility Requirements:

1. Meets initial General Eligibility Requirements (see Section 1.4 except 1.4.3 and 1.4.4 in K-12 Educators' Certification Manual.
2. Possesses a high school diploma or has passed a high school equivalency examination as designated by the union conference office of education.
3. Provides verification of successful and recent experience in the technical skill, trade, vocation, or nonvocational subject named in the certificate, with a minimum equivalent of five years of experience. One year of required experience must be within the three-year period immediately preceding the application for issuance of the certificate. Work experience is defined as paid work experience or its equivalent.
4. Is teaching in a non-core subject area. For example: computers, music, physical education, art, foreign languages, trades, health, or Bible.

Designated Subject/Services Qualifying Experience

Education and/or Training	Work Experience Required
High school diploma or equivalent	Five years
One year of occupational preparation appropriate or related to teaching field	Four years
Two years of occupational preparation appropriate or related to teaching field	Three years
Three years of occupational preparation appropriate or related to teaching field	Two years
Baccalaureate degree with a major in or related to teaching field	Two years
Completion of an apprenticeship or similar program in accordance with industry and labour standards	Two years

APPLICANT'S QUALIFYING EXPERIENCE

Education Level: High School/Equivalent ____ College/Training Years: 1__ 2__ 3__ 4__ 5__ Degree _____

Years of work experience in non-vocational subject area (check one): 2__ 3__ 4__ 5 or more__

Requesting endorsement in what subject area(s)? _____

Signature of Applicant

Date

Signature of Principal/President

Date

Signature of Superintendent

Date

RENEWAL OF DESIGNATED SUBJECTS/SERVICES CERTIFICATE

The Designated Subjects/Services Certificate shall be issued for:

__1 Year __2 Years __3 Years

Specific requirements for renewal shall include Continuing Education Units **(CEU)** and/or academic credit **(AC)** to improve pedagogy or subject area(s) expertise and will be determined at time of issuance. Requirements will be arranged through the conference office of education and approved by the SDA Church in Canada Office of Education.

Requirements for Renewal (to be filled in by superintendent or boarding academy principal/president):

Renewal CEU: _____ **Hours** _____

Renewal AC: _____ **Hours** _____

FOR SEVENTH-DAY ADVENTIST CHURCH IN CANADA OFFICE OF EDUCATION USE ONLY

Date of application received from conference/boarding academy: _____

Date of action: _____

Term of Certificate: _____

A copy of college/university transcript, certificates relevant to subject area, and a resume of experience and time spent in expertise area must accompany this application.