

APPLICATION FOR DESIGNATED SUBJECTS/SERVICES (DS) CERTIFICATE
(PK-12 Educator's Certification Manual – 2020, Section 2.5)

The _____ recommends _____
Name of Conference/Senior Academy *Name of Teacher*

for a Designated Subjects Certificate endorsed for _____
Subject Area

Candidate is a member of the Seventh-day Adventist Church. Yes ___ No ___

Candidate has NOT been convicted of a felony and/or has NOT exhibited unethical or immoral conduct that would put children at risk. Yes ___ No ___

Provide verification of successful and recent experience in the technical skill, trade, vocation, or nonvocational subject named on the certificate, with a minimum equivalent of five years of experience. (One year of the 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.)

This certificate will be valid for _____ years. (Indicate one, two, or three years)

This certificate may be renewed upon recommendation by the conference superintendent/ academy principal and completion of the following renewal requirements (Continuing Education Units (CEUs) and/or academic credits to improve pedagogy or subject area expertise):

Superintendent/Senior Academy Principal *Date*

PROCEDURES FOR ISSUANCE OF DESIGNATED SUBJECTS CERTIFICATE

1. This form should be completed, signed, and returned to the MAUC Certification Registrar by the respective Education Superintendent/Senior Academy Principal for each person under consideration.
2. An approved minimum activity plan for renewal shall be outlined by the Education Superintendent/Senior Academy Principal and included on each applicant's form. The plan should include either course work, inservice/workshops, advanced experience or significant activities in the area of expertise.
3. At renewal time, verification of the above activities (specific on previous page) should be sent to the MAUC Registrar, along with a new Application for Designated Subjects (DS) Certificate.
4. Copies of highest degree/transcript, vocational certificates, and statements of verification regarding experience should accompany the application request.
5. Exceptions and/or unusual cases should be referred to the MAUC Certification Officer and/or the MAUC Certification Review Committee.