

DESIGNATED SUBJECTS/SERVICES CHECKLIST AND OVERVIEW

A Designated Subjects/Services Certificate is only issued to individuals teaching a non-core subject on a part-time basis.

Please include the following with your application. **All items must be submitted to be considered for approval.**

First-time applicants:

- Certification Application
- Resume
- Transcripts, if applicable
- DS Pre-Request Application signed by the teacher and school principal

The Union Office of Education will collect the DS approval from the local conference office of education.

Renewals:

- Certification Application
- Verification of renewal requirements, if not already submitted

The Union Office of Education will collect the DS approval from the local conference office of education.

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. This certificate cannot be substituted for the Basic, Standard, or Professional Teaching Certificate, or used in a way to circumvent the meeting of the requirements for those certificates.

General Requirements

The Designated Subjects/Services Certificate may be issued to an applicant who:

- a. Is recommended by the local conference office of education for consideration by the union conference certification officer and/or Certification Review Committee
- b. Meets initial General Eligibility Requirements
- c. Possesses a high school diploma or has passed a high school equivalency examination as designated by the union conference office of education, or in the case of an applicant for a Designated Administrator Certificate, a baccalaureate degree.
- d. Provides verification of successful and recent experience in the technical skill, trade, vocation, or non-vocational 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.

e. Is teaching in a non-core subject area. **Designated Certificates will not be granted in the following subjects: English, math, science, and social studies.** Applicants for a designated certificate to teach religion shall complete the NAD-approved Encounter training.

Upon receipt of complete application, the Union Office of Education will get approval from the local conference office of education. The Certification Officer or the Certification Review Committee will review the DS application and approve or deny the request.

A certificate will be issued once approval is granted. Copies of the certificate and status reports will be mailed to the local conference office of education.

RENEWAL REQUIREMENTS: The Designated Subjects/Services certificate shall be issued for one to three years and is renewed upon completion of approved activities recommended by the local conference office of education, and approval by the union certification officer or the Certification Review Committee.

Specific Requirements for renewal shall include professional development activities and/or academic credits to improve pedagogy or subject area expertise and will be determined at the time of issuance.

[NAD K-12 Educators' Certification Manual, pg. 17-19]