

## Holy Family Academy Teacher Certification Agreement

A teacher at Holy Family Academy seeking to enroll in the NAPC\*IS Teacher Certification Program (TCP) is required to agree to and sign this document. The Academy agrees to support and work with the teacher enrolled in the TCP, as well as to pay the costs of tuition and the required books, as a benefit of employment. Participation in the TCP is offered to those individuals who are committed to the mission and vision of Holy Family Academy, to teaching at HFA on a long-term basis and who demonstrate a sincere desire to grow in the areas outlined by the NAPC\*IS standards of excellence.

Guidelines for participation in the NAPC\*IS Teacher Certification Program:

Full-time employment of at least one year at the Academy prior to entrance into the program -- exceptions may be made for long-term part-time teachers

Recommendation of the administrator/headmaster of the Academy and approval of the Board of Trustees

Agreement in principle to remain a teacher at the Academy for the initial two years of the certification process

The teacher agrees to abide by the TCP guidelines and complete all work in a timely manner as outlined in the program.

Assuming that the teacher successfully completes the initial two-year certification process the cost of this program will be borne by the Academy. Failure to successfully complete the program or a teacher's decision to leave the employment of the Academy during the certification process would require that the school be reimbursed for the certification fees and book fees by the teacher.

(Teacher's signature)	(Date)
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(Administrator/Headmaster's signature)	(Chairman, Board of Trustees signature)