

**NAPCIS OFFICE OF PROFESSIONAL DEVELOPMENT**  
2640 Third Avenue, Sacramento, CA 95818 -- tcp@napcis.org



**TEACHER CERTIFICATION PROGRAM APPLICATION PACKAGE**  
**INSTITUTIONAL AGREEMENT**

A teacher seeking certification through NAPCIS is required to submit this form, which attests in writing to the school's intent to comply with the Standards of Excellence for Teachers. It also attests to the school's agreement to support the teacher's candidacy for certification and assist in the implementation of the NAPCIS Teacher Certification Program within the school's routine.

The Board of Trustees and the Administration of:

\_\_\_\_\_  
(Name of School)

do hereby agree to support \_\_\_\_\_

(Name of Candidate)

in applying for NAPCIS Teacher Certification and consent to the following conditions:

1. The school is committed to and intends to comply with the Standards of Excellence for Teachers.
2. The school understands the requirements of the NAPCIS Teacher Certification Program (TCP) and agrees to implement the TCP curriculum as prescribed within the routine of the school's activities and teacher's assigned duties.
3. The school agrees to disclose to NAPCIS any and all such information as NAPCIS may require to carry out its evaluation and certification functions.
4. The school agrees to refrain from making any promotional use of the application for teacher certification prior to certification, except where, and by the means approved of by NAPCIS, prior to actual certification.

\_\_\_\_\_  
Administrative Officer

\_\_\_\_\_  
Board of Trustees Chairman

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPLICATION FOR CERTIFICATION

NAME OF CANDIDATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
(Street) (City & State) (Zip Code)

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Statement of Faith: This application includes a Profession of Faith and Promise of Fidelity to the Magisterium. Please sign and return with application.

Does your school administration, faculty, and staff make an annual Profession of Faith and Promise of Fidelity?  Yes  No

Formal Training and Experience: Please submit a current resume detailing degrees held; school/date received; major/minor Teaching/Work/Life Experience

In your own handwriting, please respond to the following questions:

Why do you teach in a private Catholic and independent school?

Why are you seeking NAPCIS Teacher Certification?

What would you like to be doing five years from now?

## **TEACHER CERTIFICATION FEE SCHEDULE**

**Teacher Certification Fee:      Total Expense: \$300.00 (See Schedule of Fees)**

### **Schedule of Fees:**

<b>Registration &amp; Materials Fee:</b>	<b>\$100.00</b> <b>Due at the time of registration</b> (non-refundable; applied to total certification fee)
<b>Administration Fee:</b>	<b>\$50.00</b>
<b>Teacher Fee:</b>	<b>\$150.00</b>

All fees may be paid by school or shared by school and teacher. The administration fees and teacher fees are due by the July 15 preceding the certification school year.

**If the school elects to have a NAPCIS staff member serve as mentor teacher**, the administration fee is \$350.00, bringing the total expense to \$600.00; the registration & materials fee and teacher fee would remain the same.

### **Professional Consulting Service:**

#### **For schools desiring an onsite/regional teacher in service:**

The NAPCIS Director of Professional Development and other NAPCIS professionals are available to conduct teacher in service programs based on the Standards of Excellence for Teachers. It is recommended that these events be held as regional teacher development conferences.

#### **Fees for In Services:**

**Up to Three Schools Participating, total fee:    \$600.00**  
**Each Additional School Participating, add:    \$100.00**

All expenses for travel, lodging, and meals will be paid by the school(s).

N.B. These in service and travel fees are shared by the schools participating.



**PROFESSION OF FAITH**  
**and**  
**PROMISE OF FIDELITY TO THE DEPOSIT OF FAITH**  
**and THE MAGISTERIUM of the HOLY CATHOLIC CHURCH**

PROFESSION:

I, \_\_\_\_\_, with firm faith believe and profess everything in the symbol of faith, namely,

I believe in one God, the Father Almighty, Maker of Heaven and earth, and of all things visible and invisible. And I believe in one Lord, Jesus Christ, the only begotten Son of God, born of the Father before all ages, God of God, Light of Light, true God of true God, begotten not made, one of substance with the Father, by whom all things were made. Who for us men and for our salvation came down from Heaven. And He became flesh by the Holy Spirit from the Virgin Mary, and was made man. He was also crucified for us under Pontius Pilate; He suffered, died, was buried, and on the third day He rose again according to the scriptures. He ascended into Heaven, and sits at the right hand of the Father. He will come again in glory to judge the living and the dead, and of His kingdom there will be no end. I believe in the Holy Spirit, the Lord and giver of life, who proceeds from the Father and the Son; who together with the Father and the Son is adored and glorified, and who spoke through the prophets. And I believe in one, holy, Catholic, and apostolic church. I confess one Baptism for the forgiveness of sins. I await the resurrection of the dead, and the life of the world to come.

With firm faith I believe, as well, everything contained in God's Word, the Deposit of Faith, written or handed on in Tradition and proposed by the Church - whether in solemn judgment or in the ordinary and universal Magisterium - as divinely revealed and calling for faith.

I also firmly accept and hold each and everything that is proposed by that same Church definitively with regard to teaching concerning faith or morals.

What is more, I accept the teachings which either the Roman Pontiff or the college of bishops enunciate when they formally exercise the authentic Magisterium.

Statement of Fidelity:

I, \_\_\_\_\_, hereby pledge my fidelity to the Magisterium of the one, holy, Catholic, and apostolic Church. I promise to remain faithful to Her perennial teachings as entrusted by our Lord, Jesus Christ, to this holy Magisterium since Her founding and for all ages to come in all things entrusted to me by this school in which I serve, *ad majorem Dei gloriam*.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **EXPLANATION OF THE NAPCIS TEACHER CERTIFICATION PROGRAM**

The NAPCIS TCP is a program for certifying Catholic educators currently working in NAPCIS member schools. Candidates for participation in the Teacher Certification Program profess and practice the Catholic faith, have obtained a college degree, currently teach in a NAPCIS member school, are sponsored in the program by their local administrator, and aspire to perfect their practice of the principles of educational professionalism that are outlined in the NAPCIS Standards of Excellence for Teachers. The NAPCIS TCP is a two-year in-house program of study, mentor-based apprenticeship, practice and evaluation that leads to the NAPCIS Plenary Teacher's Certificate.

The program for attaining the NAPCIS Plenary Teacher's Certificate involves:

### **Year One**

- the completion of this application,
- the submission of the fees,
- the assignment of a local or NAPCIS-based mentor,
- the thorough one-year study of the NAPCIS TCP materials according to the syllabus and schedule agreed upon by NAPCIS, the local school and the teacher (generally two meetings per month),
- Mid- and End-of-the-year reviews and written evaluations of the teacher's progress in the program and application thereof in the professional workplace,
- the successful completion of the NAPCIS TCP Examination (open book) at the end of year one.

Upon the successful completion of the first year in the program and positive evaluation by the NAPCIS Teacher Certification Committee, the candidate will receive the NAPCIS Provisional Teacher's Certificate. This certificate will be presented to the sponsoring school for their conferral of the certificate to the teacher.

### **Year Two**

- the successful completion of the individualized program for maintenance and development based on the previous year's recommendations and commendations,
- the submission of the final recommendation for Plenary Certification by the local administrator and mentor, including the final review and evaluation from two in-class observations.

Upon the successful completion of the program and positive evaluation by the NAPCIS Teacher Certification Committee, the candidate will receive the NAPCIS Plenary Teacher's Certificate. This certificate will be presented to the sponsoring school for their conferral of the certificate to the teacher.

After a period of five years of successful teaching in the NAPCIS member school, the teacher holding the Plenary Teacher's Certificate may be sponsored by his school and apply for the Certificate of Master Teacher.