



Christian Education Associate Requirements

The process for Christian Education Associate (CEA) is designed to recognize the role and status of the Educator with or without formal academic training. The Educator Certification Committee (ECC) recognizes that many of those who are serving in educational ministries in churches and presbyteries have responded to a need and/or a call, even though they had little training or preparation for the ministry. The goal of the CEA endorsement process is to introduce the educator to basic knowledge and skills related to Christian Education and to whet their appetites so that they will want to pursue further course work and move toward the Certified Christian Educator level.

Persons seeking endorsement as Christian Education Associates (CEA) must complete the following requirements:

- Membership in the Presbyterian Church (U.S.A.).
- Active in educational ministry within a PC(USA) congregation, council, or agency.
- Completion of an online application at <http://educator-certification.pcusa.org>.
- Completion of an online initial assessment for each content area. Results of the initial assessments will determine where further study is needed.
 - Content areas for the CEA are Biblical Interpretation, Reformed Theology, Religious Education Theory and Practice, Human Growth and Faith Development, Worship and Sacraments, and Presbyterian Polity, Program, and Mission.
- The educator will be directed to develop a plan of study with their Advisor using a variety of resources to deepen understanding in the content area.
- Successful completion of the online final assessment for each content area. All final assessments are to be completed within three years from submission of application (in case of extenuating life circumstances, the Educator and their Advisor are to contact the Coordinator).



Christian Education Associate Steps in the Process

Step One – Application

- A. Educator reviews the material on the website www.pcusa.org/christianeducators to become familiar with the CEA endorsement process and its requirements.
- B. Educator begins the application process by creating an account and entering the appropriate application information at <https://educator-certification.pcusa.org/>. As a part of the application, the educator will make connection with an Educator Certification Advisor who is appointed by the presbytery.
- C. Coordinator acknowledges receipt of the application and sends the Educator the link to the online initial assessments for all content areas.
- D. Coordinator sends correspondence to the Educator's Session, agency or council, with a copy to the presbytery, informing them that the Educator has entered the endorsement process and requesting their support.

Step Two – Online Initial Assessment

- A. The Educator completes the online initial assessment for each content area (the Educator can choose to take all Initial Assessments at once or focus on a particular content area).
- B. The Educator and Advisor discuss the results of the initial assessments.

Step Three - Plan of Study

- A. The initial assessment results will guide the Educator and the Advisor to design a plan of study in the content area using the resource lists provided
- B. The Educator uses the plan of study created with the Advisor to deepen knowledge and skills in the content areas, using the Advisor as a conversation partner.
- C. Resources the Educator may use include (specific resource lists available at the end of the content area's initial assessment):
 - a. online training/resources
 - b. continuing education courses/workshops
 - c. workbooks/studies
 - d. books/articles
 - e. other resources determined with the Advisor

Step Four – Final Assessment

- A. Once the plan of study is completed, the Educator meets with their Advisor to determine readiness for the final assessment in that particular content area.
- B. The Educator requests the online final assessment for a content area from the Coordinator and takes the final assessment. The Educator may request an alternative testing method if needed.

- C. The Final Assessment is reviewed by two members of the Educator Certification Committee and makes its recommendations: successfully completed the content area or retake.
- D. The Educator may take the final assessment for each content area until they successfully complete it. The Educator will choose a different option in that content area for their retake of the Final Assessment.

Step Five – Endorsement

- A. Successful completion of the final assessments in all six content areas results in endorsement as a Christian Education Associate.
- B. The Coordinator reports CEA final assessment status and endorsements to the ECC quarterly.
- C. The Coordinator sends an official letter to the Educator. Notification is also sent to the Advisor and Clerk of Session. A letter and certificate is sent to the Stated Clerk of the Educator's Presbytery.



Please Note: This is an excerpt from the Educator Certification Handbook. For more information, please download it in its entirety at pcusa.org/christianeducators.