

Christian Education Associate (CEA) Process

Use this chart to navigate the steps toward endorsement as a Christian Education Associate



Application:

Step	Educator	CEA Advisor	Certification Coordinator
1	Review the CEA process and requirements at www.pcusa.org/christianeducators		
2	Create an account and apply for CEA at https://educator-certification.pcusa.org	Receive an email indicating a match with an Educator going through the CEA process.	Acknowledge receipt of the application and send the Educator the instructions and link to create an account in Equip and gain access to the online initial assessments for all content areas.
3		Make initial contact with the Educator for general introductions/questions	Send 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 request their support.

Initial Assessments:

Step	Educator	CEA Advisor	Certification Coordinator
1	Choose a process for completing Initial Assessments and Final Assessments. Options: 1. Take one content area's Initial Assessment, develop and complete plan of study for that content area, and take the content area's Final Assessment and continue this process for each content area 2. Take all Initial Assessments at the same time, develop and complete plans of study for each content area, and then take all Final Assessments.	Be available for assisting the Educator in choosing a process for completing Initial and Final Assessments.	
2	Take the Initial Assessment (one for each content area, based on the process chosen above)		
3	Review the results of the Initial Assessment with Advisor	Meet with the Educator to discuss results of the content area's Initial Assessment.	
4			Verify completion of Initial Assessment in the Educator's account.

Plan of Study:

Step	Educator	CEA Advisor	Certification Coordinator
1	Using the results from the content area's Initial Assessment and the CEA Resources for Further Study (available on Equip under the Content Area or at www.pcusa.org/christianeducators), develop a plan of study with Advisor.	Develop a plan of study with the Educator based on the Initial Assessment results and the recommended resources. The plan of study should include a time frame for completion.	
2	Complete the plan of study, using recommended resources, within the agreed upon time frame.	Be a conversation partner for the Educator as they work through the plan of study.	

Final Assessments:

Step	Educator	CEA Advisor	Certification Coordinator
1	In consultation with CEA Advisor, determine readiness for the content area's Final Assessment.	In consultation with the Educator, determine the Educator's readiness for the content area's Final Assessment.	
2	Request Final Assessment access from the Coordinator.		Provide access to Final Assessment when requested by Educator.
3	Work on and submit Final Assessment for the content area.	Be available for conversation with the Educator while they work on the Final Assessment.	Once submitted, Coordinator shares Final Assessment responses with two readers from the Educator Certification Committee (ECC) for review.
4			Notify Educator and Advisor if the Educator successfully completed the content area's Final Assessment or if the Final Assessment is not accepted.
5a	If successfully completed: Complete this process for other Final Assessment content areas.		Verify successful completion of Final Assessment in the Educator's account.
5b	If Final Assessment is not accepted: Work with Advisor to acquire any additional knowledge/skills needed in the content area.	If Final Assessment is not accepted: Discuss ECC reader responses' to the Final Assessment and develop a plan for acquiring additional knowledge/skills needed in the content area.	If Final Assessment is not accepted: notify Educator and Advisor of reader comments, including if the Educator should rewrite or choose a different option.
6	With Advisor, determine readiness to retake the Final Assessment.	With Educator, determine readiness to retake the Final Assessment.	
7	Retake the Final Assessment, following the readers' instructions for either a rewrite or choosing a different option.		Once rewrite is submitted, share responses with the two ECC readers for review.
8	Continue this process until the content area's Final Assessment is successfully completed.		Notify Educator and Advisor if the Educator successfully completed the content area's Final Assessment or if a rewrite is needed.
10	Continue this process for all content areas.		

Endorsement:

Step	Educator	CEA Advisor	Certification Coordinator
1	Successful completion of all six content area's Final Assessments results in endorsement as a Christian Education Associate (CEA).		Report Final Assessment status and endorsements at quarterly meetings of the ECC.
2		Arrange suitable recognition of the Educator with the Educator's congregation and presbytery.	Send official letter of endorsement to the Educator and notify Educator's Advisor, clerk of session, and stated clerk of the presbytery in which the Educator serves.