## Begin an Application for PC(USA) Christian Education Associate

The PC(USA) has an electronic data system for educator certification! This system allows you to enter your account at any time, make changes to your information, and view your status toward meeting requirements.

Please take these steps to get started:

- 1. Go to <a href="https://educator-certification.pcusa.org/applicants/register/">https://educator-certification.pcusa.org/applicants/register/</a> and use the prompts to create an account in the educator certification system. You will receive an email confirmation.
- 2. Log into the system at <a href="https://educator-certification.pcusa.org/">https://educator-certification.pcusa.org/</a> and click on the "Create Account" button on the right side.
- 3. Under "Next Step," click on the FIRST button labeled "Begin an Application"
- 4. Complete your profile and choose your Educator Certification Advisor from the dropdown based on your presbytery. While not required, if there is employment information that you would like to submit, you may.
- Submission of the complete information will activate an email to notify the PCUSA) Manager for Certification who will review and verify the information. You will receive an email as requirements are verified.
- 6. You may return to this information at any time using your account information. You will be able to check on your progress to certification and requirements fulfilled. We hope that you will keep your profile information current as it is the only way we can be in communication with you.

You will receive an email notification when any changes/updates are made to your status.

