

Private Academic Certificate – General Business Education

A certificate for General Business Education may be issued under Section 57.11, Regulations of the State Board of Private Academic Schools, provided the applicant:

Has a bachelor's degree from an approved college or university.

Has completed 18 semester hours of collegiate credit in business education distributed as follows: 6 s.h. in accounting, 3 s.h. in data processing, 3 s.h. in typing, and 6 s.h. in business education electives; and

Has completed 6 semester hours of collegiate credit in the theory of secondary education. (Note: the requirement for 6 s.h. in secondary education may be waived based on documentation of one year of successful teaching at the secondary level.)

In order to apply for a certificate in General Business Education, complete an Application for Private Academic School Teaching Certificate (Form PDE-4536) and return the form to the Bureau of Teacher Certification and Preparation along with all required supporting materials, including official college transcripts.