

**MICHIGAN STATE UNIVERSITY
TEACHER CERTIFICATION OFFICE
134 ERICKSON HALL, EAST LANSING, MI 48824-1034
(517) 353-5146**

APPLICATION FOR THE MICHIGAN **SCHOOL ADMINISTRATOR** CERTIFICATE

Effective October 15, 2009, there is a \$50.00 processing fee for this application. Please [pay the fee online](#) using a credit card, debit card, or checking account *before* submitting the application. Applications without fee payment cannot be processed.

All certification recommendations processed by Michigan State University require admission to the University as an Undergraduate, Graduate, or Lifelong Education student with teacher certification status.

SCHOOL ADMINISTRATOR CERTIFICATE: On August 15, 2006, PA335 established voluntary certification for school administrators. Applicants who completed their requirements after 1996 are eligible to apply for the School Base Administrator Certificate with Elementary and Secondary Endorsements (these three credentials are now bundled). To be eligible for a recommendation for the School Administrator Certificate through MSU, an applicant must have completed (a) an approved master's degree in K-12 Administration at MSU no earlier than 2006 with an overall GPA of at least 3.0 and a passing score on the program exit exams, or (b) a relevant master's degree *and* an approved 18-credit core administrative studies program at MSU with an overall GPA of at least 3.0 and a passing score on the program exit exams.

The MSU Certification Office cannot provide advice on the applicant's eligibility for this certificate until an application has been submitted and the evaluation is complete. Applicants will be informed of deficiencies in writing.

APPLICATION INSTRUCTIONS:

- Please complete both the application and the Conviction Disclosure Form. You must sign and date both forms.
- Federal agencies require that certification applicants be reported by racial/ethnic background. In order that MSU may meet this obligation as an equal opportunity institution, it is necessary to inquire about racial/ethnic classification.
- Please provide **clear** copies of **all** Michigan certificates issued to the applicant (Provisional, Professional, renewals, additional endorsement, etc.).
- An MSU transcript will be obtained by this office; **official** transcripts for all credits that will be applied to this certificate must be on file. Applicants will be notified if there is a need to have additional transcripts sent. Transcripts must be sent **directly** to the Teacher Certification office by an institution. Transcripts designated as "student copy" and official transcripts sent by the applicant will not be accepted.
- After the recommendation has been submitted to the Michigan Department of Education (MDE) for processing, MDE will send a bill with instructions about how to make payment for your certificate.

Application Checklist: Only complete applications can be processed. Your application is not be complete unless the following materials have been received:

- ___ Completed and signed application
- ___ Completed and signed Conviction Disclosure Form
- ___ Clear copy of each Michigan certificate issued to applicant
- ___ \$50.00 processing fee
- ___ Evidence of legal name change, if applicable (driver's license, marriage certificate, etc.)
- ___ Transcripts will be sent from _____

credentials to obtain a teacher, school administrator, school guidance counselor, or school psychologist certificate.

Date

Signature

DO NOT WRITE BELOW THIS LINE

Type of certificate recommended to MDE _____

Approved by: _____ Date forwarded to Registrar's Office: _____
Highest Degree Held: BA/BS MA/MS EDS PhD

Name: _____

PID: _____

Date: _____

**Michigan State University
College of Education
Conviction Disclosure Form**

The Michigan State Board of Education has authority under Part 10 Administrative Hearings of the Administrative Rules Governing the Certification of Michigan Teachers, to deny, suspend or revoke a teaching certificate (R 390.1201).

Students and certification candidates are asked to provide responses to critical questions prior to (1) admission to the teacher education program; (2) intern teacher placement; and/or (3) recommendation for initial certification, renewal of provisional certification, and professional certification. An applicant who has been convicted of a felony or misdemeanor may be denied admission, field placement, or recommendation for certification. An applicant who has been convicted of a felony or misdemeanor at any point during his or her academic program may, upon request, be granted a hearing prior to a final decision regarding admission, field placement, or recommendation for certification. Such a hearing will be initiated by the College of Education and referred to the Hearing Board of the Undergraduate Education Policy Committee for review and recommendation.

Please answer each question by checking "Yes" or "No". If you answer "Yes" to any question, please provide complete information on the back of this sheet.

- A. Have you been dismissed, resigned from, entered into a settlement agreement or otherwise left employment to avoid investigation and/or dismissal for alleged misconduct?
 Yes No

- B. Did you receive a discharge from the Armed Forces of the United States that was other than "Honorable"?
 Yes No

- C. Have you ever been convicted of a crime (misdemeanor or felony) other than a minor traffic violation, whether upon a verdict or plea of guilty or a plea of nolo contendere (no contest)? Have you ever received a suspended sentence for a crime or an attempt to commit a crime? Have you ever admitted responsibility for a civil infraction or an ordinance violation? Yes No

If you answered "Yes" to this question, you must provide a Register of Actions or Judgment of Sentence for the offense from the court in which you were convicted or admitted responsibility.

- D. Do you currently have any criminal charges pending against you? Yes No

- E. Have you ever had an application for a teaching credential in Michigan or any other jurisdiction denied?
 Yes No

- F. Have you ever had a teaching credential issued in Michigan or any other jurisdiction suspended, revoked, nullified, or otherwise invalidated? Yes No

- G. Have you ever had a teaching credential issued in Michigan or any other jurisdiction retain its validity with a conditional agreement? Yes No

- H. Have disciplinary proceedings ever been initiated against your Michigan teaching credential or a teaching credential issued by another jurisdiction? Yes No

If you answered yes to question C, please answer the following questions for each offense. (You may attach a separate sheet, if necessary.)

a) What was the offense? _____
Fully explain the circumstances. (Attach an additional page if necessary.)

b) What was the date of your conviction or admission of responsibility? _____

c) In what city, state, and country did this occur? _____

d) In what court? _____

e) Please provide any other facts that you consider relevant to this circumstance:

If you answered yes to any other question on the previous sheet, please note the item to which you are responding and fully describe the nature of the issue. (Attach an additional sheet, if necessary.)

RELEASE:

I declare and affirm, under penalty of committing fraud in the application process, that all the statements made in the foregoing application, including its accompanying statement or form, are true, complete and correct. I further declare and affirm that any conviction that occurs subsequent to the date of this application but prior to the issuance of any certificate will be reported, in writing, to the Certification Officer, 134 Erickson, Michigan State University, East Lansing, MI 48824.

By signing this form, I consent to the release of information to Michigan State University for the purpose of ascertaining my moral character and to the State of Michigan, Office of Professional Personnel Services, as necessary.

DATE _____

STUDENT #: _____

SIGNATURE _____

NAME (Print) _____

ADDRESS _____

E-MAIL _____

TELEPHONE _____

10/15/2009