

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

APPLICATION FOR **FIRST RENEWAL** OF THE MICHIGAN **PROVISIONAL** TEACHING 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.

**RENEWAL OF THE PROVISIONAL CERTIFICATE:** The initial teaching certificate is valid for a period of six years, during which the holder is expected to gain experience as a practicing professional and continue professional development through advanced coursework that will serve as a prerequisite for the next level of certification. At the end of the six-year period, the certificate holder may apply for a three-year renewal of the Provisional Certificate or apply for the Professional Certificate. At the end of the first renewal period, a second, and final, three-year renewal is available. To be eligible for a first renewal, the applicant must have completed nine recent and relevant semester credits *after* initial certification on a [planned program](#), with the majority of courses taken through MSU. For a second renewal, the applicant must have completed at least 18 credits after initial certification. Coursework used to satisfy the requirements for initial certification cannot be used again for a renewal (except graduate-level coursework that becomes part of a master's degree program).

**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 (original Provisional, 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 \_\_\_\_\_
-



In accordance with Public Act 96 of 1995, it is a criminal offense to use or attempt to use, a college or university transcript that is fraudulently obtained, altered, or forged, or to use other fraudulent credentials to obtain a teacher, school administrator, school guidance counselor, or school psychologist certificate.

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Date

Signature

**DO NOT WRITE BELOW THIS LINE**

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Type of certificate recommended to MDE \_\_\_\_\_

Approved by: \_\_\_\_\_

Date forwarded to Registrar's Office: \_\_\_\_\_

Highest Degree Held: BA/BS

MA/MS

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