APPLICATION FOR THE MICHIGAN SCHOOL GUIDANCE COUNSELOR LICENSE or ENDORSEMENT

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.

APPLYING FOR THE SCHOOL GUIDANCE COUNSELOR LICENSE/ENDORSEMENT IS A TWO-STEP PROCESS.

To apply, applicants must:

1. Submit materials required by the MSU Certification Office in a single packet to 134 Erickson Hall, East Lansing, MI 48824, and
2. Initiate an application with the Michigan Department of Education (MDE) using the Michigan Online Educator Certification System (MOECS).

These two steps can be completed in either order or concurrently; however, both steps must be completed before the certificate can be issued. Incomplete applications will not be reviewed. Instructions for both steps are below.

APPLICATION INSTRUCTIONS

I. Complete and submit the following materials in a single packet to the MSU Certification Office

- Application for the School Guidance Counselor License/Endorsement, completed, signed (in ink) and dated
- Conviction Disclosure Form, completed, signed (in ink) and dated
- Applicants with convictions must also submit a Register of Actions or Judgment of Sentence from the court in which they were convicted, or a letter from the MSU Certification Officer indicating that the conviction has already been reviewed.
- Clear copies of all Michigan certificates issued to the applicant (Provisional, Professional, renewals, additional endorsements, etc.).
- An MSU transcript will be obtained by this office; however, official transcripts for non-MSU credits that will be applied to this certificate must be on file. Applicants will be notified if additional transcripts are needed. Transcripts must be sent directly to the MSU Certification Office by the institution. Transcripts designated as “student copy” or official transcripts sent by the applicant will not be accepted. Transcript(s) will be sent from ____________________________.
- Evidence of legal name change, if applicable (driver’s license, marriage certificate, etc.)

Please bring or mail your MSU information packet to:
MSU Certification Office
134 Erickson Hall
East Lansing, MI 48824
II. Register with MEIS and apply for certification using MOECS

The online MOECS application is automatically routed to the MSU Certification Office for review. MSU’s review cannot be completed until the required materials have been received. When MSU indicates its approval of the online application, MDE will notify the applicant by email and require online payment of a certification fee. Following payment, MDE will issue the certificate and mail it to the applicant.

**Instructions for Initiating a Certification Application Using MOECS**

**Step 1: Create a Michigan Education Information System (MEIS) Account**
Visit [https://cepi.state.mi.us/MEISPublic/](https://cepi.state.mi.us/MEISPublic/) and follow the links to create a Michigan Education Information System (MEIS) account. When you finish the MEIS registration process, you will see a screen with your account ID, login, and temporary password. Follow the link at the bottom of the screen to set your MEIS password. You must retain your MEIS account information for future reference.

**Step 2: Register with MOECS**
Once you have established a MEIS account, go to the MOECS website ([http://www.michigan.gov/moecs](http://www.michigan.gov/moecs)) and login with your MEIS user ID and password. Follow the steps to self register with MOECS. You will be asked to provide your MEIS account number, which is included in the email that you received from MEIS.

**Step 3: Apply for a Certificate using MOECS**
Once you have successfully logged into MOECS, you will be asked to provide demographic information. Once it has been saved, you will see links on the left navigation panel. Choose the link that is appropriate for you and follow the steps to apply for your certificate.

**Step 4: University/College review/approval**
After you have applied for the certificate, your application will be routed to MSU for review and approval.

**Step 5: Online Fee payment**
Once your MOECS application has been approved by MSU, you will receive an email from MDE with a link for online fee payment using a credit/debit card. Alternatively, you can log into MOECS using your user ID and password and click on the “pending payment” hyperlink on the home page.

**Step 6: Issuance of Certificate**
Once the fee has been paid, your application will be approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS), and the certificate will be printed and mailed within five business days to the address you provided in your application.

If you have difficulty with the registration process, please contact the MDE Office of Professional Preparation Services at 517/373-3310. Please visit [http://www.michigan.gov/moecs](http://www.michigan.gov/moecs) for more information on MOECS.

*MSU is an Affirmative Action/Equal Opportunity Institution*
Application for the MICHIGAN SCHOOL GUIDANCE COUNSELOR LICENSE/ENDORSEMENT

GENERAL INFORMATION

Name:     Last     First     M.I.     Other names of record

Address: Street     City       State   Zip Code

Social Security Number     PID/MSU Student #     Gender     U.S. Citizen

Preferred E-mail Address

RACIAL-ETHNIC CATEGORIES

___ American Indian or Alaskan Native     ___ Hispanic
___ Asian or Pacific Islander     ___ White, not of Hispanic Origin
___ Black, not Hispanic Origin     ___ I do not wish to respond

CERTIFICATION STATUS


___ Permanent     ___ Continuing     ___ Professional     ___ Administrator

Date(s) Issued: __________________     Recommending Institution(s) _________________________________________________

ACADEMIC HISTORY

Bachelor’s Degree _________________________________________________________________________________________

Institution     Degree     Semester/Year

MA in Counseling from MSU _________________________________________________________________________________

Semester/Year

MTTC School Guidance Counselor Subject Test Passed and Official Results Sent to MSU _________________________________

Test Date

Permission is given to Michigan State University to solicit information regarding teaching experience and to release pertinent
data and transcripts for recommendation of teacher certification to the Michigan Department of Education. I understand that I
will be charged a fee for my certificate, in accordance with Public Act 339 of 1988 and that I will be billed by MDE for the amount
owed.

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.

Signature        Date

DO NOT WRITE BELOW THIS LINE

School Guidance Counseling License/Endorsement Recommended _________________________________________________

Representative of Counseling Program

Date forwarded to Registrar’s Office __________________     Highest Degree Held:     BA/BS     MA/MS     EdS     PhD
Michigan State University
Conviction Disclosure Form

The Michigan State Board of Education has authority under Part 10 Administrative Hearings of the Teacher Certification Code 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 preparation program; (2) internship 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 next page.

A. Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony?
   ___ Yes ___ No
   
   If you answered yes to this question, you must provide a Register of Actions or Judgment of Sentence for the conviction from the court in which you were convicted.

B. Have you had a teaching, school counselor, school psychologist, or school administrator certificate suspended or revoked? ___ Yes ___ No

C. Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate? ___ Yes ___ No

D. Have you ever surrendered a teaching, school counselor, school psychologist, or school administrator certificate? ___ Yes ___ No
If you answered yes to question A, please answer the following questions for each conviction. (Attach a separate page, 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? ______________________________________________________________________

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, 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

3/4/2011