

**MICHIGAN STATE UNIVERSITY  
CERTIFICATION OFFICE  
620 FARM LANE, ROOM 134, 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.**

**SCHOOL ADMINISTRATOR CERTIFICATE:** Applicants who are eligible may apply for the School Base Administrator Certificate with Elementary and Secondary Endorsements (these three credentials are 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 after 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.

**APPLYING FOR THE SCHOOL ADMINISTRATOR CERTIFICATE IS A TWO-STEP PROCESS.**

To apply, applicants must:

1. Submit materials required by the MSU Certification Office in a single packet to 620 Farm Lane, Room 134, 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 Administrator Certificate, 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, social security, etc.)

Please bring or mail your MSU information packet to:

MSU Certification Office  
620 Farm Lane, Room 134  
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/> 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>) 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> for more information on MOECS.

***MSU is an Affirmative Action/Equal Opportunity Institution***

Application for the **MICHIGAN SCHOOL ADMINISTRATOR CERTIFICATE**

**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**

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Hispanic
<input type="checkbox"/> Asian or Pacific Islander	<input type="checkbox"/> White, not of Hispanic Origin
<input type="checkbox"/> Black, not Hispanic Origin	<input type="checkbox"/> I do not wish to respond

**CERTIFICATION STATUS**

Michigan certificate(s) Held:  Elem. Prov.  Sec. Prov.  Elem. Prov. Renewal  Sec. Prov. Renewal  
 Permanent  Continuing  Professional  Administrator

Date(s) Issued: \_\_\_\_\_ Recommending Institution(s) \_\_\_\_\_

**ACADEMIC HISTORY**

Institution	Dates Attended	Credits (or Degree)	Term/Semester

Are you currently enrolled? No  Yes  Number of Credits  Institution \_\_\_\_\_

**TEACHING EXPERIENCE**

Name and Address of School Districts(s)	Teaching Dates

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**

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: \_\_\_\_\_

- I am an MSU undergrad applying for admission to the teacher preparation program.
- I am applying for direct transfer admission to the teacher preparation program.
- I am applying for admission to the teacher preparation program as a Post-Bachelor's student.
- I am disclosing a conviction and requesting permission to continue in the teacher preparation program.
- I am an applicant for internship (Graduate Certification or "GC") status.
- I am an applicant for certification.

**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 referred to the College of Education Hearing Board 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 accepted responsibility for a civil infraction (excluding speeding tickets) or been convicted of (or pled 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

- E. Has this conviction/infraction previously been disclosed to the MSU Certification Office?  
 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, 620 Farm Lane, Room 134, 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 \_\_\_\_\_

10/2/13