APPLICATION FOR MICHIGAN PROFESSIONAL EDUCATION CERTIFICATE

PROCESSING FEE $35.00

INSTRUCTIONS:

(1) **RACIAL** and **ETHNIC CATEGORIES** - Federal agencies require that certification recipients be reported by racial/ethnic background. In order that MSU may meet this obligation as an equal opportunity institution, it is necessary to obtain your racial/ethnic classification.

(2) Provide this office with **CLEAR** copies of **ALL** Michigan Certificates issued (original provisional, renewals, additional endorsement, etc.).

(3) MSU transcript will be obtained by this office; however, **OFFICIAL** transcripts will be required for all credits earned through other institutions that will be used to meet requirements for this certification. The official transcript(s) must be sent to this office **DIRECTLY** from the other institution(s). **Transcript(s) designated as “student copy: and official transcripts sent by the student will not be accepted.** Transcript(s) will be forwarded to the Michigan Department of Education with the recommendation for your certificate. **Transcript(s) previously sent to MSU for prior certification recommendation(s) OR used for formal admissions to MSU cannot be used.**

(4) Additional Certification(s) completed with Professional Education Certificate (if any): The State of Michigan requires a person holding a Michigan teaching certificate who applies for an **additional** subject-area endorsement to complete the appropriate Michigan Test for Teaching Certification (MTTC) subject-area test(s) prior to the recommendation (elementary test required in addition to the above test for elementary level endorsement). If you did not request that your scores be reported to Michigan State University, please request official scores to be sent at this time. You may contact NES at [www.mttc.nesinc.com](http://www.mttc.nesinc.com) or 413-256-2876.

(5) Effective May 1, 2003 a $35.00 certification processing fee must be submitted with the application. Checks and credit cards will be accepted. Checks should be made out to: Michigan State University. Credit cards are accepted via the internet at [http://ed-web2.educ.msu.edu/webcredit/saffairs/](http://ed-web2.educ.msu.edu/webcredit/saffairs/).

(6) After we submit your recommendation to the Michigan Department of Education for processing, the State of Michigan will submit a bill to you with instructions on how and where to make payment for your certification.

(7) **Supporting Materials:** Please complete this checklist

<table>
<thead>
<tr>
<th>ENCLOSED</th>
<th>WILL BE SENT</th>
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<tbody>
<tr>
<td>Conviction Disclosure Form</td>
<td>Transcripts from</td>
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<tr>
<td>Clear Copy of Michigan Certificate(s)</td>
<td></td>
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<tr>
<td>(original provisional, renewals, etc.)</td>
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<tr>
<td>$35.00 Certification Processing Fee</td>
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<td>Copy of Name Change, if applicable</td>
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<td>(driver’s license, marriage certificate, etc.)</td>
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**IMPORTANT NOTICE**

ALL CERTIFICATE RECOMMENDATIONS PROCESSED BY MICHIGAN STATE UNIVERSITY REQUIRE ADMISSION TO THE UNIVERSITY AS AN UNDERGRADUATE, GRADUATE OR LIFELONG EDUCATION STUDENT WITH TEACHER CERTIFICATION STATUS.

*MSU is an Affirmative Action/Equal Opportunity Institution*
**Application for:** PROFESSIONAL EDUCATION CERTIFICATE

**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Other names of record</th>
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<tr>
<th>Address</th>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tr>
<th>Social Security Number</th>
<th>PID/MSU Student #</th>
<th>Gender</th>
<th>U.S. Citizen</th>
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**E-mail Address (non-MSU)**

**RACIAL-ETHNIC CATEGORIES**

- [ ] African-American (non-Hispanic)
- [ ] Asian or Pacific Islander
- [ ] Hispanic
- [ ] American Indian or Alaskan Native
- [ ] Caucasian (non-Hispanic)
- [ ] I do not wish to respond

**PROVISIONAL CERTIFICATE STATUS**

Type of Michigan certificate(s) held:
- [ ] ____ Elem. Prov.  
- [ ] ____ Sec. Prov.  
- [ ] ____ Elem. Prov. Renewal  
- [ ] ____ Sec. Prov. Renewal  

Date Issued: ____________________________  
Recommending Institution: ____________________________

**ADDITIONAL CERTIFICATION COMPLETED WITH PROFESSIONAL EDUCATION CERTIFICATE (if any)**

- [ ] Temporary Vocational Authorization
- [ ] Occupational Education Certificate
- [ ] Additional Major (____________________)
- [ ] Additional Minor (____________________)
- [ ] Additional N.C.E.S. Code (____________________)
- [ ] Additional Endorsement (____________________)

**ACADEMIC HISTORY**

Indicate the number of credits (or degree earned after the issuance of initial Michigan Provisional Teaching Certificate):

<table>
<thead>
<tr>
<th>Institution</th>
<th>Date Attended</th>
<th># of Credits (or degree)</th>
<th>Indicate Term/Semester</th>
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Are you currently enrolled?  No ___     Yes ___   # of credits _________  Institution ____________________________________________

**TEACHING EXPERIENCE AFTER THE ISSUANCE OF INITIAL MICHIGAN PROVISIONAL TEACHING CERTIFICATE**

Name and Address of School District(s)  
Teaching Dates

(If additional space is needed, please attach a separate sheet of paper)

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 will be billed by the Michigan Department of Education for the amount owed.

In accordance of 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, forged, or other fraudulent credentials to obtain a teacher, school administrator, or school psychologist certification,, or other State Board approval.

Date  
Signature

**DO NOT WRITE BELOW THIS LINE**

Type of certificate recommended to SDE: ____________________________

Approved by: ____________  Highest Degree:  BA/BS  MA/MS  Date to RO: ____________________________
Michigan State University
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 of moral character prior to (1) admission to the teacher education program, (2) intern teacher placement, and (3) recommendation for initial teacher certification, renewal of provisional certification and/or professional certification. An applicant who has been convicted as an adult of a felony or misdemeanor involving questions of moral turpitude may be denied admission, field placement or recommendation for certification. An applicant who has been convicted of such a felony or misdemeanor at any point in his or her academic program will 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.

Supply the following information:

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 ever receive a discharge from the Armed Forces of the United States, which was other than “Honorable”? ___ Yes ___ No

C. Have you ever been convicted in Michigan or any other state jurisdiction of any crime (misdemeanor or felony) other than minor traffic violations, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime or an attempt to commit a crime? *** ___ Yes ___ No

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 your teaching credential issued by any other jurisdiction? ___ Yes ___ No

***Submit a copy of the Register of Action (ROA) and/or other court records including the charge(s) and disposition of the case.

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

a) What specific crime? _______________________________________________________
   Fully explain the circumstances. (Attach an additional page if necessary.)
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

b) What was the date of conviction? _____________________________________________
c) In what city and state did this occur? _______________________________________
d) In what court were you convicted? _________________________________________
e) Please provide any other facts that you consider relevant to this conviction:
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

2. If you answered yes to any other question on the previous sheet, fully describe the nature of the issue, and the item to which you are responding. (Attach an additional page, 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 ____________________

3/4/2009