APPLICATION FOR MICHIGAN SCHOOL COUNSELOR LICENSE

PROCESSING FEE $35.00

INSTRUCTIONS:

(1) RACIAL and ETHNIC CATEGORIES - Federal agencies require that license/license/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) 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 license/license/certification. The official transcript(s) must be sent to this office DIRECTLY from the other institution(s). Transcripts 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 license/certificate. Transcript(s) previously sent to MSU for prior license/certification recommendation(s) OR used for formal admissions to MSU cannot be used.

(3) Effective May 1, 2003 a $35.00 license/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://edweb2.educ.msu.edu/webcredit/saffairs/.

(4) 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 license/certification.

(5) Supporting Materials: Please complete this checklist

ENCLOSED WILL BE SENT
___ Conviction Disclosure Form Transcripts from __________________________
___ A $35.00 License/Certification Processing Fee __________________________

(6) Send completed application, processing fee and supporting materials to the address listed above.

IMPORTANT NOTICE

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

MSU is an Affirmative Action/Equal Opportunity Institution

rev. 05/03
Application for: MICHIGAN SCHOOL COUNSELOR LICENSE

General Information

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Other names of record</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
<th>E-mail Address</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

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

Racial-Ethnic Categories

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

Degree Information

Bachelor Degree Received from: Semester/Year
Master’s Degree Received from: Semester/Year
Teaching Certificate Endorsements: Year Issued

Counseling Master’s Degree Earned from Michigan State University: Year Conferred

School Counseling License (If applicable) Semester/Year

MTTC in School Guidance Counseling Test: Date

Permission is given to Michigan State University to solicit information regarding practicum/internship experience and to release pertinent data and transcripts for recommendation of the school counselor license to the Michigan Department of Education. I understand that I will be charged a fee, in accordance with PA 288 (2000), an amendment in Act 451 of the Public Acts of 1976 (the Revised School Code) for my license 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 license/certification, or other State Board approval.

Date ______________________ Signature ______________________

DO NOT WRITE BELOW THIS LINE

School Guidance Counseling License recommended: ______________________

Approved by: ______________________ Date forwarded to Registrar’s Office: ______________________

Highest Degree Held: BA/BS MA/MS
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 License/certification of Michigan Teachers, to deny, suspend or revoke a teaching certificate (R 390.1201).

Students and license/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 license/certification, renewal of provisional license/certification and/or professional license/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 license/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 license/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 License/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 _______________________________