APPLICATION FOR MICHIGAN VOCATIONAL AUTHORIZATION 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). 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 certificate. Transcript(s) previously sent to MSU for prior certification recommendation(s) OR used for formal admissions to MSU cannot be used.

(4) If you are applying for a Full Vocational Authorization (F.V.A.), the attached mailing labels will be used to verify your work experience. Please include the complete mailing address for each school district. If additional space is needed to list school districts, please attach a separate sheet of paper with the necessary information.

(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/.

(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

ENCLOSED WILL BE SENT

___ Felony Conviction Form
___ Copy of Michigan Certificate(s)
___ Copy of Occupational License (T.V.A. Only)
___ Verification of Occupational Experience (T.V.A. Only)
___ A $35.00 certification processing fee

MSU is an Affirmative Action/Equal Opportunity Institution

rev. 03/09
Application for: VOCATIONAL AUTHORIZATION

GENERAL INFORMATION

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

RACIAL-ETHNIC CATEGORIES

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

CERTIFICATE STATUS

Type of Michigan certificate(s) held: _Elem. Prov._ _Sec. Prov._ _Elem. Prov. Renewal_ _Sec. Prov. Renewal_ _Permanent/Continuing/Professional_ _Administrator_

Date Issued: _____________________ Recommending Institution __________________________________________________________

TYPE OF VOCATIONAL AUTHORIZATION APPLYING FOR:

- Temporary Vocational Authorization (TVA)
- Renewal
- Full Vocational Authorization
- Additional N.C.E.S Code

N.C.E.S. codes applying for: (you are limited to four) _______________ _______________ _______________ _______________

DEGREE HISTORY (Not required for T.V.A. applicants)

Indicate the number of credits (or degree) earned subsequent to the issuance of initial Michigan Provisional Teaching or Temporary Vocational Authorization Certificate.

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

TEACHING EXPERIENCE AFTER THE ISSUANCE OF INITIAL MICHIGAN PROVISIONAL CERTIFICATE

(Not required for T.V.A. applicants)

Name and Address of School District(s) Employment 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 ______________________

Type of certificate recommended to SDE ______________________

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

Highest Degree Held: BA/BS MA/MS

rev 03/09
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