

TE-4127 Rev. 01/08 AUTHORITY: Rule 390.1141 of the <i>Administrative Rules Governing the Certification          of Michigan Teachers</i> ; Section 1233(b) of PA 289 of 1995 Completion: Voluntary (Permit will not be approved if form is not filed.)	<b>MICHIGAN DEPARTMENT OF EDUCATION          OFFICE OF PROFESSIONAL PREPARATION SERVICES          P.O. BOX 30008          LANSING, MICHIGAN 48909</b>	Direct questions regarding this form to (517) 373-6895.
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## APPLICATION FOR MICHIGAN TEACHER PERMIT

Permits authorizing an individual who is not appropriately certified and/or endorsed to teach in grades K-12 in a public school, public school academy, or private school are granted only to the local or regional/intermediate district, public school academy, or private school, based on the recommendation of the superintendent/chief official. Please review the permit regulations on the back of this form to assess a candidate's potential eligibility before submitting an application. Following this, complete each section of this form, attach the required documentation, and submit all information to the address listed above.

### SCHOOL DISTRICT/SCHOOL INFORMATION

District's/School's Legal Name	School Code Number	Telephone (Area code/local #)
District's/School's Address	City	Zip Code

### TEACHER APPLICANT INFORMATION

Social Security Number	Date of Birth	Month    Day    Year <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
NAME	Last	First	Middle or Maiden
ADDRESS	Street	City	State    Zip Code
College/University Attended		Degree(s) Earned	
Has applicant ever held a Michigan teaching certificate?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has applicant ever held a teaching certificate from another state?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
Has applicant ever nullified a Michigan teaching certificate or endorsement?*		<input type="checkbox"/> YES <input type="checkbox"/> NO	

\*If the assignment is in a subject area or grade level that the teacher applicant has had nullified on his/her Michigan teaching certificate, a written agreement, signed by the teacher applicant, must be attached to this application form.

### PERMIT/ASSIGNMENT INFORMATION

Type of Permit Requested <input type="checkbox"/> Full-Year <input type="checkbox"/> Emergency (Rule 45) <input type="checkbox"/> Section 1233(b)	Subject(s) to be Taught**	Grade Level <input type="checkbox"/> Elementary <input type="checkbox"/> Middle <input type="checkbox"/> High School
Did applicant teach under a full-year, emergency, or 1233(b) permit in a previous school year?	<input type="checkbox"/> YES <input type="checkbox"/> NO	What date did applicant start teaching in this assignment this school year?
If answer is "Yes," has applicant been assigned a mentor teacher?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

\*\*If this is a special education assignment, indicate if the teacher applicant is teaching a specific subject area, is teaching in a self-contained classroom, or is team teaching with a highly qualified teacher.

### VERIFICATION OF SEARCH FOR A CERTIFIED TEACHER

The position vacancy notice was posted at colleges/universities throughout Michigan for the current school year. (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
The position vacancy notice was advertised in the mass media (newspapers, websites, television, radio, etc.) for the current school year. (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
An emergency situation exists since an appropriately certified and qualified teacher is not available for the assignment. Failure to authorize this permit will deprive children of an education. (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No

### DISTRICT/SCHOOL CERTIFICATION

*I certify under oath that the requirements for the requested permit have been met and that no appropriately certificated teacher was available at the time of the assignment.*

Subscribed and sworn to before me this \_\_\_\_\_

Day of \_\_\_\_\_

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Superintendent's/Chief Official's Signature

In and for \_\_\_\_\_ County.

\_\_\_\_\_  
Date

My commission expires \_\_\_\_\_ 20\_\_\_\_.

**APPLICATIONS MUST BE SUBMITTED TO THE MICHIGAN DEPARTMENT OF EDUCATION BY DECEMBER 1 OR 30 CALENDAR DAYS AFTER EMPLOYMENT, WHICHEVER IS LATER. FAILURE TO SUBMIT THE APPLICATION BY THE APPROPRIATE DEADLINE MAY RESULT IN A STATE AID PENALTY, AS REQUIRED BY SECTION 163 OF THE STATE AID ACT.**

## INSTRUCTIONS FOR FORM TE-4127

**PLEASE NOTE:** ALL SECTIONS OF THE APPLICATION FORM MUST BE FILLED OUT COMPLETELY BY THE DISTRICT/SCHOOL AND THE SCHOOL OFFICIAL AND NOTARY MUST SIGN THE FORM OR THE APPLICATION WILL BE RETURNED. A COPY OF THE CANDIDATE'S OFFICIAL TRANSCRIPT AND MICHIGAN TEACHING CERTIFICATE (IF APPLICABLE) MUST BE SUBMITTED WITH THE APPLICATION FORM. (**ACADEMIC PROGRESS REPORTS, INTERNET TRANSCRIPTS, GRADE REPORTS, ETC., ARE NOT ACCEPTABLE.**)

### CREDIT AND DOCUMENTATION REQUIREMENTS FOR EACH TYPE OF PERMIT

**FULL-YEAR PERMIT:** Valid for teaching in a long-term (more than 90 calendar days in the same classroom) assignment.

**Minimum Credit Requirements:**

- Possess a bachelor's or higher degree from an approved regionally or nationally accredited teacher preparation institution.
- Have an academic major in the subject area **OR** have passed the appropriate State Board-approved teacher certification subject area test if the assignment is in a core academic subject. (Applicants teaching in self-contained special education assignments must have completed an approved elementary education program or must have passed the Michigan elementary education content area test. Applicants teaching a specific subject area in a special education classroom must have a major in that subject area or must have passed the state content area test for that subject area.)

**Documentation Requirements:**

- Completed application form.
- An up-to-date transcript of credit completed and, if applicable, a copy of a current or expired Michigan teaching certificate.

The full-year permit may be renewed the following school year if the applicant has completed six additional semester credit hours toward appropriate certification and has been assigned a mentor teacher. The full-year permit may be renewed for a maximum of two years without re-posting the position if the renewal credit hours and mentoring requirement are met each school year. Individuals employed under a full-year permit in both core and non-core subject areas must complete all requirements for certification, including passage of the state teacher preparation basic skills and appropriate subject area tests, within three years to continue teaching in the assignment.

**EMERGENCY PERMIT:** Valid for teaching in an emergency situation for a specific period of time when the district/school is unable to find an appropriately certified teacher or an individual who meets full-year permit requirements and the lack of a teacher will deprive children of an education. *Emergency permits will not be approved for core subject areas.*

**Minimum Credit Requirements:**

Completion of a baccalaureate or higher degree *in the content to be taught* from a regionally or nationally accredited college or university, **OR** current enrollment and completion of at least 90 semester credit hours in an approved teacher preparation program.

**Documentation Requirements:**

- Completed application form.
- An up-to-date transcript of credits completed.

The emergency permit may only be renewed the following school year if the district/school provides sufficient evidence that the emergency situation continues to exist and the applicant has completed six additional semester credit hours toward appropriate certification and has been assigned a mentor teacher.

**SECTION 1233(B) PERMIT:** Valid for teaching computer science, a foreign language, mathematics, biology, chemistry, engineering, physics, or robotics, in grades 9-12.

**Minimum Requirements:**

- Possess an earned bachelor's degree from an accredited postsecondary institution.
- Have a major or graduate degree in the field of specialization that will be taught.
- Have not less than two years of occupational experience, in the five-year period immediately preceding the date of hire, in the field of specialization that will be taught (except for those teaching a foreign language).

**OR**

- The noncertified teacher is in a planned program and completing credit annually toward appropriate certification.

**Documentation Requirements:**

- Completed application form.
- An up-to-date transcript of credit completed.
- Documentation verifying work experience in the preceding five-year period (except for those teaching a foreign language).

**OR**

- Completed application form.
- Verification from an approved teacher preparation institution that the applicant is currently enrolled and completing credit in an approved teacher preparation program. (Please provide a copy of the applicant's planned program leading to teacher certification and verification of enrollment in that program.)

The Section 1233(b) permit may be renewed the following school year if the teacher is annually and continually enrolled and completing credit in an approved teacher preparation program leading to a provisional certificate or appropriate subject area endorsement, and he/she has passed both the basic skills and subject area examinations in the field of specialization being taught.

**NOTE: PUBLIC ACT 339 OF 1988, WHICH WAS AMENDED IN NOVEMBER OF 2007, MANDATES THE COLLECTION OF FEES FOR TEACHING CERTIFICATES AND PERMITS. THE AMENDED ACT ESTABLISHED A \$45 FEE FOR TEACHER PERMITS. THE CANDIDATE WILL BE BILLED FOR THE \$45 FEE AFTER THE PERMIT IS APPROVED. DO NOT SEND PAYMENT WITH THE APPLICATION FORM.**

**THIS FORM CAN BE DUPLICATED**