

TE-4602 (Page 1) Rev. 01/08
AUTHORITY: Rules 390.1129a(1) of the
*Administrative Rules Governing the
Certification of Michigan Teachers.*
Completion: Voluntary (Certificate will not
be issued if form is not filed.)

MICHIGAN DEPARTMENT OF EDUCATION
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. BOX 30008
LANSING, MICHIGAN 48909

Direct questions regarding this
form to (517) 373-3310.

APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL
EDUCATION TEACHER CERTIFICATE
FOR CANDIDATES WHO COMPLETED REQUIREMENTS OUT-OF-STATE

PLEASE READ THE INSTRUCTIONS ON PAGE 2 PRIOR TO COMPLETING THIS APPLICATION

NOTE: This form is to be used only by candidates who have never held a Michigan teaching certificate and have completed an approved elementary or secondary teacher preparation program (including directed student teaching) at an approved out-of-state institution; **OR** by candidates who hold either a valid or expired Michigan Provisional teaching certificate and have an approved Master's or higher degree (or have completed 18 semester credit hours in an approved Master's degree program) from a university outside the State of Michigan. **Candidates who completed requirements for the Provisional or Professional Education certificate at a Michigan college or university must apply directly to that Michigan college or university to be recommended for the teaching certificate.**

GENERAL INFORMATION:

- Individuals who completed a teacher preparation program in another country (with the exception of individuals who completed a teacher preparation program in Canada and who hold a valid teaching certificate from Ontario, Newfoundland, Quebec, or Saskatchewan) must obtain a course-by-course analysis from one of the following services:

World Education Services, Inc. P.O. Box 5087 Bowling Green Station New York, NY 10274-5087 Telephone: (212) 966-6311 Chicago Telephone: (312) 222-0882 Fax: (212) 739-6120 E-mail: info@wes.org Website: http://www.wes.org http://www.wes.org/application	International Education Research Foundation, Inc. P.O. Box 3665 Culver City, CA 90231-3665 Telephone: (310) 258-9451 Fax: (310) 342-7086 Website: http://www.ierf.org	Educational Credential Evaluators, Inc. P.O. Box 514070 Milwaukee, WI 53203-3470 Telephone: (414) 289-3400 Fax: (414) 289-3411 E-mail: eval@ece.org Website: http://www.ece.org
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- The application form and all required documentation **must be submitted as a single packet.**
- Official transcripts issued to students by the college or university is acceptable. **Photocopies or facsimiles of transcripts will not be accepted.** (Candidates who completed credit in another country must submit the original course-by-course evaluation obtained from one of the three agencies listed above in place of official transcripts.)
- The Office of Professional Preparation Services cannot provide advice on eligibility for a certificate until an application is submitted and the application process is completed. Applicants will be informed in writing if there are any deficiencies.
- Upon receipt of your application you will be billed for the appropriate fee. The fee is for the application evaluation process, is non-refundable, and is valid for two (2) years. DO NOT SEND PAYMENT WITH THE APPLICATION FORM.**
- Your credentials will be evaluated after your completed application is submitted and the evaluation fee is paid.** If you are a candidate for the Michigan Provisional certificate, you will be mailed an evaluation letter that will inform you of which Michigan Test for Teacher Certification exams you will be required to pass. Also, at that time, you will be mailed the Michigan Test for Teacher Certification Registration Bulletin.
- Beginning July 1, 2004, an applicant for a Provisional certificate must possess a valid certificate of course completion for First Aid training that includes Cardiopulmonary Resuscitation (CPR) for both children and adults. This training may be from the American Red Cross, the American Heart Association, or from a comparable organization approved by the Michigan Department of Education.
- Mail the completed application form, along with the required documentation, to the address indicated above.**
- For more information on Michigan teacher certification requirements, visit our website at: www.michigan.gov/teachercert.

PLEASE ALLOW AT LEAST 30 DAYS AFTER MAILING THE FEE PAYMENT BEFORE INQUIRING ABOUT THE STATUS OF YOUR APPLICATION.

**INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR MICHIGAN
PROVISIONAL/PROFESSIONAL EDUCATION TEACHER CERTIFICATE**

To apply, select the one certificate for which you believe you are eligible, and complete the application form as instructed. **UPON RECEIPT OF YOUR APPLICATION, YOU WILL BE BILLED FOR THE APPROPRIATE FEE. DO NOT SEND CHECKS OR MONEY ORDERS WITH THIS APPLICATION.** Your credentials will be evaluated after your fee payment is received. You will receive a written notification of any deficiencies or required tests.

TYPE OF CERTIFICATE	REQUIRED DOCUMENTS	FEE AMOUNT	EXAM REQUIRED?
<p><u>THE PROVISIONAL CERTIFICATE</u> is Michigan’s initial teaching certificate. Individuals who have never held a Michigan teaching certificate may apply for the Provisional certificate if they meet the following requirements:</p> <ul style="list-style-type: none"> • Have completed an approved elementary or secondary teacher preparation program (including directed student teaching) at a college or university outside the State of Michigan. • Hold a valid certificate of completion for First Aid training. • Hold a valid certificate of completion for child and adult CPR training. <p>Candidates for the Provisional certificate must pass the appropriate Michigan Tests for Teacher Certification (MTTC). However, if the applicant holds a valid out-of-state certificate and meets all requirements for the Michigan Provisional certificate except for the MTTC, a 1-year Temporary Teacher Employment Authorization (T2EA) will automatically be issued as part of the application process. The T2EA will allow the Provisional certificate candidate to be employed during this 1-year period. By the end of the 1-year period, the applicant must have passed the appropriate MTTC in order to be issued the Michigan Provisional certificate.</p>	<p>Completed Application</p> <p>Official transcripts or course-by-course evaluation of out-of-country credentials</p> <p>Copy of out-of-state certificate, if applicable (<i>Certificates issued outside the United States are not acceptable</i>)</p> <p>Copy of valid certificate of completion for child and adult CPR training</p> <p>Copy of valid certificate of completion for First Aid training</p>	<p align="center">\$210.00</p>	<p align="center">YES</p>
<p><u>THE PROFESSIONAL EDUCATION CERTIFICATE</u> is Michigan’s advanced teaching certificate. To qualify for the Professional Education certificate, the applicant must:</p> <ul style="list-style-type: none"> • Hold a valid or expired Michigan Provisional certificate. • Have completed at least 18 semester credit hours in an approved out-of-state Master’s program after the issuance of the Michigan Provisional certificate; OR hold an approved out-of-state Master’s or higher degree earned at any time. • Have completed three years of successful teaching since the Michigan Provisional certificate was issued and within the validity of the Provisional certificate. • Meet Michigan’s reading requirement of 6 semester credit hours of reading methods for an elementary level certificate, or 3 semester credit hours of reading methods for a secondary level certificate. <p>Individuals who completed their 18- semester hour planned program or Master’s or higher degree at a Michigan teacher preparation institution must apply directly to that institution for the Professional Education certificate.</p>	<p>Completed application</p> <p>Official transcripts</p> <p>Experience report form(s)</p> <p>Proof of name change if your name is different from the name on your Provisional certificate</p>	<p align="center">\$160.00</p>	<p align="center">NO</p>
<p><u>THE PROFESSIONAL EDUCATION CERTIFICATE</u> may also be available as the initial Michigan teaching certificate to applicants who completed their teacher preparation program outside the State of Michigan and who have never held a Michigan Provisional certificate. Eligible applicants must:</p> <ul style="list-style-type: none"> • Hold a valid out-of-state teaching certificate. • Have completed at least 18 semester credit hours in an approved out-of-state Master’s program after issuance of their initial license to teach; OR hold an approved out-of-state Master’s or higher degree earned at any time. • Have completed three years of successful teaching experience after their initial teaching certificate was issued and within the validity of the teaching certificate. • Meet Michigan’s reading requirement of 6 semester credit hours of reading methods for an elementary level certificate, or 3 semester credit hours of reading methods for a secondary level certificate. 	<p>Completed application</p> <p>Official transcripts</p> <p>Experience report form(s)</p> <p>Copy of valid out-of-state certificate (<i>Certificates issued outside the United States are not acceptable</i>)</p> <p>Copy of planned program (<i>Not required if applicant has a master’s or higher degree</i>)</p>	<p align="center">\$210.00</p>	<p align="center">NO</p>

**APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL
EDUCATION TEACHER CERTIFICATE**

APPLICANT INFORMATION

SOCIAL SECURITY NUMBER		DATE OF BIRTH				MONTH		DAY		YEAR		GENDER	
												<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
NAME		Last		First		Middle		Maiden		TELEPHONE NUMBER			
										()			
ADDRESS		Street				City				State		Zip Code	
RACIAL AND ETHNIC CATEGORIES													
<input type="checkbox"/> American Indian or Alaskan Native (having origins in any of the original peoples of North America or maintaining cultural identification through tribal affiliation or community recognition)				<input type="checkbox"/> Black, NOT of Hispanic origin (having origins in any one of the black racial groups of Africa)				<input type="checkbox"/> Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race)					
<input type="checkbox"/> White, NOT of Hispanic origin (having origins in any of the original peoples of Europe, North Africa or the Middle East)				<input type="checkbox"/> Asian or Pacific Islander (having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa)				<input type="checkbox"/> Multiracial (a person of mixed racial-ethnic origins)					

TYPE OF CERTIFICATE (See Page 2 for requirements)

(CHECK ONE)	<input type="checkbox"/> Provisional Certificate	<input type="checkbox"/> Professional Education Certificate (Holds a valid or expired Michigan Provisional certificate) Must also complete experience report form	<input type="checkbox"/> Professional Education Certificate (Never held a Michigan teaching certificate) Must also complete experience report form
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CERTIFICATE LEVEL

(CHECK ONE)	<input type="checkbox"/> ELEMENTARY	<input type="checkbox"/> SECONDARY
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ENDORSEMENTS (Please indicate subject area and grade level)

Subject Area Endorsement	Subject Area Endorsement
Subject Area Endorsement	Subject Area Endorsement

DEGREE INFORMATION

College/University Attended	Degrees/Credits	Year Completed
College/University Attended	Degrees/Credits	Year Completed
College/University Attended	Degrees/Credits	Year Completed

EXPERIENCE

How many years of K-12 teaching experience, in public **and/or** private schools, do you have? _____

CERTIFICATE STATUS HISTORY

Have you ever held a Michigan teaching certificate? (check one)	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF ANSWER IS "YES," INDICATE TYPE OF CERTIFICATE	EXPIRATION DATE
Do you hold a valid out-of-state teaching certificate? (check one)	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF ANSWER IS "YES," INDICATE TYPE OF CERTIFICATE	EXPIRATION DATE
Do you hold valid certificates of completion for First Aid and CPR training? (check one)		<input type="checkbox"/> YES <input type="checkbox"/> NO	
(Required for Provisional certificate applicants)			

CONVICTION/REVOICATION INFORMATION (If you answer "yes" to any of the following questions, please provide a detailed description of the circumstances surrounding the conviction or action and attach copies of court documents.)

Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you had a teaching/school counselor/school psychologist certificate suspended or revoked? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there currently action pending against your teaching/school counselor/school psychologist certificate? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever surrendered a teaching/school counselor/school psychologist certificate? (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No



APPLICANT'S SIGNATURE _____ DATE _____

**APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL
EDUCATION TEACHER CERTIFICATE**

Please use this checklist to ensure that all of the required documentation is provided.

Have you:

1. Completed the application form?
2. Signed and dated the application form? (**Unsigned application forms will be returned.**)
3. Enclosed a copy of your out-of-state certificate(s), if applicable? (Only teaching certificates from other states are acceptable. Certificates from other countries are not acceptable.)
4. Enclosed official transcripts from **all** the institutions of higher education at which credit was completed, or included your course-by-course evaluation if credit was completed outside the United States? **NOTE: Photocopies and facsimiles of transcripts are not acceptable. Internet transcripts and grade reports are also not acceptable.**
5. Enclosed experience report forms if you are an applicant for the Professional Education certificate?
6. Enclosed copies of valid certificates of completion for First Aid training and CPR training if you are an applicant for the Provisional certificate?
7. Enclosed proof of name change if you hold a Michigan Provisional certificate and your name has changed since your Provisional certificate was issued?



Mail your completed application form and required documentation to:

Michigan Department of Education
Office of Professional Preparation Services
P.O. Box 30008
Lansing, MI 48909

ADVISORY:

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to:

Use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, other state board of education approval, or a certificate or approval of another person for the purpose of obtaining employment;

Use or attempt to use a college or university transcript or a certificate or other credential that is fraudulently obtained, altered or forged, or uses or attempts to use as his or her own, a college or university transcript or a certificate or other credential that is for another person, to obtain a teaching certificate, school administrator's certificate, or state board approval in this state.

The No Child Left Behind Act of 2001 requires teachers of core academic subjects to be highly qualified for those subjects at the time of employment. Individuals who are issued the Professional Education certificate as their initial Michigan teaching certificate will be considered highly qualified in the subject area endorsements for which they have a major. Individuals who are issued the Professional Education certificate as their initial Michigan teaching certificate will only be considered highly qualified in their minor subject area endorsements if they have passed a rigorous state subject area exam for their minor areas.

NOTE: THE EVALUATION FEE IS NON-REFUNDABLE. DO NOT SEND PAYMENT WITH THIS APPLICATION. YOU WILL BE BILLED LATER.

TRANSCRIPTS AND COURSE-BY-COURSE EVALUATION REPORTS ARE PART OF THE APPLICATION AND CANNOT BE RETURNED.

WORK EXPERIENCE REPORT FORM FOR MICHIGAN PROFESSIONAL EDUCATION CERTIFICATE

Instructions:

If you are applying for the Professional Education certificate, this form must be completed by the Superintendent or Chief Official of the employing school district or school and enclosed with your application form.

Name of School District or School in Which Candidate was Employed
School District's/School's Address:

CERTIFICATION OF TEACHING EXPERIENCE IN A REGULAR ASSIGNMENT

This is to certify that _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (first name) (middle/maiden name) (last name) </div> social security number _____ / _____ / _____ taught full-time (2 ½ clock hours or more a day) under appropriate supervision from _____ to _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (month) (day) (year) (month) (day) (year) </div> in grade(s) _____ and subject(s) _____.

CERTIFICATION OF SUBSTITUTE TEACHING EXPERIENCE (if applicable)

This is to certify that _____ <div style="display: flex; justify-content: space-around; width: 100%;"> (first name) (middle/maiden name) (last name) </div> substitute taught from _____ to _____ in <div style="display: flex; justify-content: space-around; width: 100%;"> (month) (day) (year) (month) (day) (year) </div> grade(s) _____ and subject(s) _____. for a total of _____ days taught.

THIS CANDIDATE'S SERVICE IS RATED: **SATISFACTORY** **UNSATISFACTORY***

***When an unsatisfactory rating is recorded, please provide an explanation on the reverse side of this page.**

Superintendent or Chief Official's Signature	Date
Name and Title (please type or print)	Area Code/Telephone Number