

TE-4028 Rev. 01/08
 AUTHORITY: Rule 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 RENEWAL OF A MICHIGAN PROVISIONAL TEACHING CERTIFICATE

NOTE: This form is to be used **ONLY** if the applicant has completed the required renewal credit (**see reverse side for renewal credit requirements**) at an approved **OUT-OF-STATE** college or university. **DO NOT** use this form if renewal requirements were completed at a Michigan college or university. **Candidates who completed renewal requirements for the Michigan provisional teaching certificate at a Michigan college or university must apply directly to that Michigan college/university to be recommended for the renewal.**

GENERAL INSTRUCTIONS:

- Complete all sections of the application form. **PLEASE PRINT OR TYPE.**
- Enclose an **OFFICIAL** transcript showing Master's or higher degree, or additional course work that has been completed since your initial provisional certificate was issued.
- If your name has changed since your provisional certificate was issued, enclose a copy of your marriage license, divorce decree, or name change decree.
- Upon receipt of your application, you will be billed \$100.00. **The fee is for the application evaluation process and is non-refundable. Do not send payment with the application form.**
- Your credentials will be evaluated after your completed application form and application evaluation fee is received.
- **Mail the completed application form, along with the required documentation, to the address indicated above.**

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	

DEGREE AND CREDIT INFORMATION

Type of Degree	Institution Where Degree/Credit was Earned	Year Degree Conferred
Bachelor's		
Master's		
Other		
Renewal Credit		Date Completed:

CONVICTION/REVOCAION 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** _____

-DO NOT WRITE BELOW THIS LINE-

Institution _____ Degree _____ Date Issued _____

Endorsement Areas: _____

Fee Paid \$ _____ Approved for: First Renewal Second Renewal

Approved By _____ Date Approved _____

REQUIREMENTS FOR RENEWING A MICHIGAN PROVISIONAL TEACHING CERTIFICATE

- ❖ **Candidates for a First Renewal of the Michigan Provisional Teaching Certificate must present evidence of one of the following:**
 - Completion of 9 semester credit hours at an approved out-of-state teacher preparation institution **SINCE** the issuance of the applicant's initial Provisional certificate.
 - An approved out-of-state Master's or higher degree earned at any time.
 - An expired provisional certificate may also be renewed if the applicant holds a valid out-of-state teaching certificate and provides verification of at least one year of successful teaching experience within the validity of the certificate in the preceding five-year period.

- ❖ **Candidates for a Second Renewal of the Michigan Provisional Teaching Certificate must present evidence of one of the following:**
 - Completion of 18 semester credit hours in an approved out-of-state Master's degree program **SINCE** the issuance of the applicant's initial Provisional certificate.
 - An approved out-of-state Master's or higher degree earned at any time.