

## **Application Procedures for Additional Endorsement to a Michigan Teaching Certificate and/or Vocational Certificate**

- ✓ Verify that the application is complete. **Sign and date the application.**
- ✓ Attach a copy of the most recent signed Endorsement Plan of Work. If changes to the Plan of Work were approved by your advisor, you must provide a copy of these changes.
- ✓ Attach copies of CURRENT TEACHING CERTIFICATE(S). If have misplaced your teaching certificate, a copy is available at: <https://mdoe.state.mi.us/MOECs/PublicCredentialSearch.aspx>
- ✓ Attach a current WSU Unofficial or Pipeline copy of your transcript. **DO NOT REQUEST THAT OFFICIAL OR UNOFFICIAL WSU TRANSCRIPTS BE SENT BY THE RECORDS OFFICE TO THE COE CERTIFICATION OFFICE; THIS MAY DELAY THE PROCESSING OF YOUR APPLICATION.**
- ✓ Submit this application and supporting documents to the COE Certification Office.
- ✓ Submit your online application for the new endorsement through the Michigan Online Educator Certification System (MOECS). Directions are found online at: [http://coe.wayne.edu/as/certification/moecs\\_instructions.pdf](http://coe.wayne.edu/as/certification/moecs_instructions.pdf)

### **Michigan Test for Teacher Certification (MTTC) – Subject Area Test Scores**

A passing score on the appropriate MTTC exam is required for the endorsement (if applicable). **A passing score on a subject-area test will remain valid for a period of five (5) years.** After five years have elapsed and if a certificate or endorsement has not yet been issued, an applicant for certification will be required to retake the test and achieve a passing score.

If your subject-area examination scores were not released to Wayne State University, please request an original score report from Evaluation Systems Group of Pearson: [http://www.mttc.nesinc.com/MI17\\_addscoreinfo.asp](http://www.mttc.nesinc.com/MI17_addscoreinfo.asp). Your scores must be provided directly from Evaluation Systems Group of Pearson to Wayne State University. An original score report is required by the Michigan Department of Education for verification of test scores. Wayne State University's Institutional Code is "31."

Some endorsements require other verification of experience or competencies (this is reflected on your Plan of Work). Ask your advisor if you have questions about endorsement requirements.

### **Transcripts:**

If credit from another institution is being used to fulfill requirements for the endorsement (credit which does not appear on the WSU transcript), official transcripts from that institution **MUST** be sent directly to the Certification Office (see address above).

### **School Counselor Endorsement**

Contact the Counselor Education Department at (313) 577-1613 to submit the “Application for Recommendation for School Counselor Credential” form. This form must be approved by the program advisor and submitted to the Certification Office for inclusion in your application.

### **Library Media Endorsement**

Contact the Library & Information Science Program at (313) 577-1825 to request a “Letter of Completion” stating that you have met the course requirements for the Library Media endorsement.

### **For all applications**

If your name has changed, please contact the WSU Records Office at (313) 577-3531 to change your name or attach documentation reflecting name change.

### **Processing Timeline**

#### **After receiving your completed application:**

- ❖ A preliminary audit of your application will commence after all necessary documents have been received.
- ❖ If you are enrolled in courses found on the Plan of Work when you apply for the endorsement, a FINAL AUDIT will be completed AFTER ALL GRADES HAVE BEEN POSTED.
- ❖ Processing is typically completed within two weeks after receipt of all required documentation.
- ❖ Once your application is approved in MOECS, you will receive an email message from MOECS with a link which will allow you to pay the fee online. The fee for an additional endorsement is \$50.00 (subject to change).
- ❖ After the fee is paid, your application will be immediately approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS) and the new certificate will be available to print immediately in MOECS.

**Application for Additional Endorsement to a  
Michigan Teaching Certificate and/or Vocational Certificate**

***Please print or type your name and address:***

\_\_\_\_\_  
Last                                      First                                      Middle                                      Maiden

***Note: If your name has changed, please contact the Wayne State University Records Office (313) 577-3531 to change your name or attach documentation reflecting name change.***

\_\_\_\_\_  
Number                                      Street (include apt. number)                                      City                                      State                                      Zip-Code

\_\_\_\_\_  
Preferred Phone Number with Area Code      Date of Birth (MM/DD/YYYY)                                      Gender:  
  
 Male                                       Female

\_\_\_\_\_  
WSU Student ID Number                                      Social Security Number

***The Social Security Number is required by the State of Michigan for processing the teaching certificate.***

\_\_\_\_\_  
E-mail Address

***Ethnic Category: Check one***

Not Hispanic or Latino                                       Hispanic or Latino

***Race: Regardless of your answer to the prior question, please indicate how you identify yourself. (Check one or more)***

American Indian or Alaskan Native (including all Original Peoples of the Americas)       Asian (including Indian subcontinent and Philippines)       Black or African American (including Africa and Caribbean)  
  
 Native Hawaiian and Other Pacific Islander (Original Peoples)       White (including Middle Eastern)

***Please indicate the endorsement for which you are applying:***

New Endorsement: Specify Subject: \_\_\_\_\_

MTTC score released to WSU?       Yes       No      **If no, please see instructions.**

**Attach the following documents:**I have attached a copy of the most recent Endorsement Plan of Work I have attached a copy of my valid Michigan Teaching Certificate 

***Official transcripts are required if courses completed at other institutions are being used to fulfill requirements for this endorsement. Do not request Official Wayne State University transcripts. Provide a "Pipeline" transcript or a copy of your unofficial WSU transcript.***

I have requested official transcripts from the following non-WSU institution(s) be sent directly to the COE Certification Office: \_\_\_\_\_

**Michigan Online Educator Certification System (MOECS)**

Apply online through MOECS by following the directions at: [coe.wayne.edu/as/certification/moecs\\_instructions.pdf](http://coe.wayne.edu/as/certification/moecs_instructions.pdf)

Enter your MOECS application number (5 digits): \_\_\_\_\_

**Conviction and Revocation Information**

***Please answer the three questions listed below and read the following information (completion of this section is required).***

1. Have you ever been convicted of a felony?  YES  NO

2. Have you ever been convicted of any other offense?  YES  NO

3. Have you ever had a professional license or certification, denied, suspended (for cause) or revoked?  YES  NO

***If you answer "yes" to any of the questions regarding convictions and revocations, attach a current (within 6 months of the application date) Statewide Criminal History Check from the Internet Criminal History Access Tool (ICHAT) website: <http://apps.michigan.gov/ICHAT>***

***A "Judgment of Sentence" for any conviction must be on file with your application before the College of Education may recommend the additional endorsement to the teaching certificate. This document may be obtained from the court where the matter was adjudicated. In addition, a narrative describing the circumstances surrounding the conviction or action from your perspective must be on file.***

**Acknowledgment & Consent**

I affirm that the information provided in this application is true, complete, and accurate, and I hereby grant permission for school officials to release information concerning my degree and certification (including this application and supporting documentation) to employers and certification agencies.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Public Act 339 of 1998 authorizes collection of fees for certification in Michigan in accordance with the fee schedule. In addition, the Administrative Rules Governing Certification requires that an application for certification must be made no later than five years after credit requirements have been met. Payment of the fee is a certification requirement that must be met prior to the issuance of your Michigan certificate.*