

Application and Procedures

- Initial Provisional Teaching Certificate
- Interim Occupational Certificate
- Bachelor's Degree in Education

**Directions:**

**Step 1:** Complete the application and prior to submission, **detach and keep the direction pages for your reference.**

**Step 2:** Submit a signed Plan of Work reflecting your current program.

**Step 3:** Attach transcripts for courses completed outside of Wayne State University as described below:

**Undergraduate Applicants:** If you have completed any courses outside of Wayne State University that have not yet successfully transferred to WSU, you **MUST** submit unofficial copies of your transcript with this certification application and you **MUST** have official transcripts mailed to:

Wayne State University  
Transfer Credit Evaluation  
PO Box 02759  
Detroit, MI 48202-0759

**Post Bachelor Applicants:** If you have completed any prerequisite courses outside of Wayne State University, you **MUST** submit unofficial copies of your transcript with this certification application and you **MUST** have official transcripts mailed to:

Wayne State University  
Attn: Fawne Allossery  
489 Education  
Detroit, Michigan 48202

**MAT Applicants:** If you have completed any prerequisite courses outside of Wayne State University since the time of your admission, you **MUST** submit unofficial copies of your transcript with this certification application and you **MUST** have official transcripts mailed to:

Wayne State University  
Attn: Kevin Williams  
489 Education  
Detroit, Michigan 48202

**Step 4:** Attach a current (within 6 months of applying) Statewide Criminal History Check <https://apps.michigan.gov/ichat/home.aspx>

If the Statewide Criminal History Check contains records that do not belong to the individual whose name has been searched, follow the procedures for correcting an ICHAT Record: [http://coe.wayne.edu/2011-2012/criminal\\_history\\_check.pdf](http://coe.wayne.edu/2011-2012/criminal_history_check.pdf)

***A "Register of Actions" for any conviction must be on file with your application for the College of Education to recommend you for teacher certification to the Michigan Department of Education. 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.***

State Board of Education Teacher Certificate Code: R 390.1201 Certificates; denial, suspension, or revocation.

- (1) The superintendent of public instruction may refuse to grant or renew, or may suspend for a fixed term, or revoke, or may impose reasonable conditions on, a teaching certificate or state board approval granted pursuant to these rules for the following reasons:
  - (a) Fraud, or material misrepresentation, concealment or omission of fact in the application for, or the use of, a teaching certificate or state board approval.
  - (b) Conviction of an offense listed in MCL 380.1535a or MCL 380.1539b.
- (2) The superintendent of public instruction may refuse to grant or renew a teaching certificate or a state board approval for failure or ineligibility of the applicant to meet the criteria for the applicable certification or state board approval.

**Step 5:** Present to Academic Services current certification in First Aid and Adult CPR, Child (or Pediatric) CPR from an organization approved by the Michigan Department of Education. A list of approved organizations may be found on our Certification Website: [http://coe.wayne.edu/2011-2012/first\\_aid\\_cpr.pdf](http://coe.wayne.edu/2011-2012/first_aid_cpr.pdf).

**For Undergraduate Students:**

If you have applied for your degree by the deadline (<http://reg.wayne.edu/students/registration-calendar.php>) and have completed the requirements for your degree and certificate by the end of the semester, this office will notify the University Records Office that all degree requirements have been met.

The University Records Office will post your degree on your Wayne State transcript 3-5 business days after they receive notification from our office. The University Records Office will start processing diplomas after graduation. Your diploma should be mailed approximately six weeks after your graduation date (provided no balance is owed to the university). Any questions regarding your diploma should be directed to:

University Records Office  
5057 Woodward  
Room 5051  
Detroit, MI 48202  
(313) 577-3531

**For Teacher Certification Candidates (Undergraduate, Post-Bachelor & MAT):**

A preliminary audit of your application will commence after all necessary documents have been received. If you are enrolled in classes during the semester you plan to complete all certification/degree requirements, a FINAL AUDIT will be completed AFTER ALL grades have been posted. Processing is typically completed within four weeks AFTER the semester ENDS.

When the FINAL AUDIT is complete, the Certification Office will contact you. The Certification Office will provide instructions for submitting your application to the Michigan Department of Education (MDE) through the Michigan Online Educator Certification System (MOECS). Do not submit your application through MOECS until instructed to do so by the Certification Office.

**Certification Fees (Subject to Change):**

<u>Type of Certificate</u>	<u>Required Fee</u>
Initial Provisional Teaching Certificate	\$160.00
Initial Interim Occupational Certificate	\$160.00

**DO NOT ATTACH FEE**

***You will be billed by the Michigan Department of Education upon their receipt of Wayne State University's recommendation for certification.***



**Teaching Certificate for which you are now applying (specify major and/or minor if applicable):**

**Elementary Provisional Certificate**

**Elementary Only (K-5 all subjects, K-8 in a self-contained classroom)** \_\_\_\_\_  
 Date Elementary MTTC was passed

**Elementary with Major and/or Minor (K-5 all subjects, K-8 in a self-contained classroom, K-8 major/minor)** \_\_\_\_\_  
 Date Elementary MTTC was passed

\_\_\_\_\_  
 Name of Major Date Major MTTC was passed or to be taken

\_\_\_\_\_  
 Name of Minor (or second Major) Date Minor/Major MTTC was passed or to be taken

**Secondary Provisional Certificate (6-12 in major/minor)**

\_\_\_\_\_  
 Name of Major Date Major MTTC was passed or to be taken

\_\_\_\_\_  
 Name of Minor (or second Major) Date Minor/Major MTTC was passed or to be taken

**Secondary Provisional Certificate with K-12 endorsement (Majors in Art, Dance, Kinesiology and 6-12 in the minor subject area (if applicable)).**

\_\_\_\_\_  
 Name of Major Date Major MTTC was passed or to be taken

\_\_\_\_\_  
 Name of Minor (or second Major) Date Minor/Major MTTC was passed or to be taken

**Endorsements for which you are now applying**

List date MTTC was passed or to be taken

- Autism (K-12) \_\_\_\_\_
- Cognitive Impairment (K-12) \_\_\_\_\_
- Early Childhood (Pre K-K) \_\_\_\_\_
- Emotional Impairment (K-12) \_\_\_\_\_
- Learning Disabilities (K-12) \_\_\_\_\_
- Middle Level \_\_\_\_\_

**Foreign Language and Bilingual-Bicultural Education Candidates:**

- Foreign Language Majors & Minors (with MTTC scores after July 2007):** Passing score on OPI
- Bilingual-Bicultural Education (admitted winter 2007 and thereafter):** Passing score on OPI & WPT
- Foreign Language with K-12 Certification (Majors Only) - Requires Completion of Additional Courses**

**Career and Technical Education (CTE) Majors (select one box):**

- Business, Management, Marketing and Technology (BMMT)       Health Occupations  
 Marketing       Trade and Industry

**Vocational Certification is required for all CTE Majors  
 The Interim Occupation Certificate (IOC) (select one box):**

- I have a Vocational Certificate: *Attach a copy of your current certificate (required).*  
 I am applying for an Interim Occupational Certificate. *You must submit your notarized Certificate of Experience form (<http://coe.wayne.edu/ted/pdfs/vocational.pdf>) to the CTE Coordinator for review approval.*

**PUBLIC ACT 18 of 2003 Sec. 1531d. Certification in First Aid and Adult and Child CPR**

*Persons seeking an initial teaching certificate must hold valid certification in First Aid and Adult and Child Cardiopulmonary Resuscitation (CPR).*

- Are you certified in First Aid?       YES       NO  
 Are you certified in Adult CPR?       YES       NO  
 Are you certified in Child CPR?       YES       NO

***You must present your proof of certification to Academic Services for verification.***

If you answered “no” to any of the above questions, when will certification be completed: \_\_\_\_\_  
Date

***First Aid and Adult/Child CPR certification must be from an organization approved by the Michigan Department of Education. A list of approved organizations may be found on our Certification Website: [http://coe.wayne.edu/2011-2012/first\\_aid\\_cpr.pdf](http://coe.wayne.edu/2011-2012/first_aid_cpr.pdf).***

**Race: Please identify your racial/ethnic background (check one box only).**

***Even if you are multiracial, please select one box by indicating either the race you identify with the most or the race with which you are usually associated in the community.***

- American Indian, Eskimo, or Aleut       Asian or Pacific Islander       Black (non-Hispanic)  
 Hispanic       White (non-Hispanic)

***Are you multiracial? For purposes of this question, you are multiracial if you have parents from more than one of the broad race categories listed above, or if your parents regard themselves as being multiracial.***

- YES       NO

**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: <https://apps.michigan.gov/ichat/home.aspx>**

**A “Register of Actions” for any conviction must be on file with your application for the College of Education to recommend you for teacher certification to the Michigan Department of Education. 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.**

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- (b) Conviction of an offense listed in MCL 380.1535a or MCL 380.1539b.
- (2) The superintendent of public instruction may refuse to grant or renew a teaching certificate or a state board approval for failure or ineligibility of the applicant to meet the criteria for the applicable certification or state board approval.

**Acknowledgment & Consent**

I affirm that the information provided in this application is true, complete, and accurate, and I hereby grant permission for college officials to release information concerning my degree and certification to potential employers and certification agencies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**The Administrative Rules Governing Certification require that an application for certification must be made no later than five years after requirements have been met.**

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

MTTC test scores are required for all subject areas in which you are seeking certification. 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, a teacher candidate for certification will be required to retake the test until a passing score is achieved.

- My test scores were released to WSU**
- I am requesting to have my test scores released to WSU**

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. From the *Score Reporting* link on the MTTC website (<http://www.mttc.nesinc.com>), select *Test Results Request Form* and enter 31 for the Institutional Code to have your scores sent to Wayne State University. Your scores must be mailed 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.

**Required Documentation - The following documents must be submitted with this application:**

**Check the box acknowledging the requirement.**

- A signed Plan of Work reflecting your current program**
- Unofficial copies of transcripts for courses completed outside of Wayne State University**
- A current (within 6 months of the application date) Criminal History Check**
- Current First Aid, Adult CPR, and Child (or Pediatric) CPR Certification (*present your proof of to Academic Services for verification by the end of the current semester*)**

*Submit this application with the above documentation to the Certification Office, Wayne State University, 489 Education, Detroit, Michigan 48202, Phone: (313) 577-1601, Fax: (313) 577-7904*

----- **DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY** -----

**Current GPA:** \_\_\_\_\_ **Distinction Status**  Cum Laude \*  Magna Cum Laude \*\*  Summa Cum Laude \*\*\*

**Education Degree:**  Bachelor of Arts  Bachelor of Science

**Other Degree:** \_\_\_\_\_ **Graduation Date:** \_\_\_\_\_

**State Requirements:**  First Aid  Adult CPR  Child CPR  Criminal History Check

**Provisional Certificate:**  Elementary  Secondary **Foreign Language:**  OPI

**BBE:**  OPI  WPT

**Vocational Certificate:**  Interim Occupation Certificate: \_\_\_\_\_

Major: \_\_\_\_\_ Notes: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Minor: \_\_\_\_\_

Endorsement(s): \_\_\_\_\_ Signature of Academic Services Officer

**Special Processing:**  Fax to MDE: Criminal History Documents

\_\_\_\_\_  
Date