

REQUEST FOR TRANSCRIPT EVALUATION

Name (First, Middle Initial and Last)

E-mail Address

Street Address including number

City

State

Zip Code

Phone Numbers: Home, Work, Cell (include area code)

Do you have a bachelor's degree? YES NO (If "NO," your degree must be pending.)

Date of Degree (awarded or pending)

Name of the University/College where your bachelor degree was granted

Degree Major

1) List ALL Community Colleges, Colleges and Universities Attended

a) _____ b) _____

c) _____ d) _____

e) _____ f) _____

I have attached unofficial copies of transcripts for each institution listed above (*check box to confirm*).

2) Certification Desired (check one): **ELEMENTARY** or **SECONDARY**

List Desired Teaching Major

List Desired Teaching Minor

Elementary Education: Option 1: An academic major with the Planned Program (required). List "Planned" on the minor line. Option 2: A Student Centered major or minor with the Elementary Comprehensive Major (required). List the Student Centered option on the major line and "Comprehensive Major" on the minor line. An additional minor may be selected with either option.

3) The Michigan Teacher Certification Code: Rule 390.1201 & Public Act 68 of 1993 Sec. 1230

The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or a felony conviction.

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 question 1 or 2, you must provide a current (less than 6 months old) statewide Criminal History Check from the Michigan State Police website at <http://apps.michigan.gov/ICHAT/>. Complete a search for your own record, print out the report, and attach it to this form. You should also provide a short narrative describing the incident(s) reflected. A "Judgment of Sentence" will be required for admission to the teacher certification program.

Public Act 68 of 1993 Sec. 1230 requires public and non public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals.

I certify that the above information is complete and accurate.

Signature (required)

Date (required)

Return completed form with transcripts to:
Transcript Evaluation
469 College of Education
Wayne State University
Detroit, MI 48202

Your transcript evaluation will be mailed to you.

REQUEST FOR TRANSCRIPT EVALUATION INSTRUCTIONS

1. Please carefully read the Certification Information Handbook before completing the Request for Transcript Evaluation.
2. Complete the Request for Transcript Evaluation and return it with copies of transcripts from ALL post-secondary schools attended. Student copies of transcripts are acceptable for evaluation purposes. The transcripts must list course grades and credit hours.
3. If your transcript does not indicate semester or quarter hour credits, or credit is reported in other units, include a key to the transcript.
4. Your transcripts will be evaluated by an Academic Services Officer in the College of Education. You will receive an evaluation through the mail.
5. Generally prerequisites are completed at Wayne State University. To request an exception, contact an advisor.
6. Types of Teaching Certificates and list of Teaching Majors and Minors:

Elementary Certificate: Valid for teaching all subjects grades K-5; major and minor subjects in grades 6-8; and all subjects grades K-8 in a self-contained classroom.

Secondary Certificate: Valid for teaching majors and minors in grades 6-12.

ELEMENTARY OPTION 1

(Major and the Planned Program)

Integrated Science
Language Arts
Mathematics
Social Studies

Planned Program (required)

ELEMENTARY OPTION 2

(Student Centered Major or Minor and the Comprehensive Major)

Bilingual-Bicultural Education (BBE)
Early Childhood Education
English as a Second Language (ESL)
Special Education (Master of Arts in Teaching only)
World Languages
 Chinese
 French
 Italian
 Spanish

Comprehensive Major (required)

ADDITIONAL ELEMENTARY MINORS

(May be added to Option 1 or Option 2. Contact an advisor to discuss.)

Bilingual-Bicultural Education (BBE)
Early Childhood Education (Specialization)
English as a Second Language (ESL)
Integrated Science
Language Arts
Mathematics
World Languages (Chinese, French, Italian, Spanish)

SECONDARY MAJORS

Biology
Career & Technical Education (list specific area)
Chemistry
Dance
Earth/Space (Geology & Astronomy)
Economics
English
Geography
Health
History
Integrated Science
Kinesiology Pedagogy (Physical Education)
Mathematics
Music: Instrumental or Vocal
Physics
Political Science
Social Studies
Speech
Visual Arts Education
World Languages
 Chinese
 French
 German
 Italian
 Russian
 Spanish

SECONDARY MINORS

Bilingual-Bicultural Education (BBE)
Biology
Chemistry
Computer Science
Earth/Space (Geology & Astronomy)
Economics
English as a Second Language (ESL)
English
Geography
Health
History
Kinesiology Pedagogy (Physical Education)
Mathematics
Physics
Political Science
Speech
World Languages
 Chinese
 French
 German
 Italian
 Russian
 Spanish