

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
Undergraduate Admissions
Attention Transfer Credit Unit
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
469 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 current copies of ALL SUBJECT-AREA examination scores with this application. **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 (31). **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.

Note: Basic Skills Test Scores are not required with this application. The Basic Skills Test was required at the time of admission and the scores are on file.

Step 5: Attach a current (within 6 months of applying) Statewide Criminal History Check <http://apps.michigan.gov/ICHAT/>

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://www.coe.wayne.edu/AS/PDF/criminalhistorycheck.pdf>

A “Judgment of Sentence” 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.

Anyone convicted of an offense will NOT receive a 90-Day Certification Letter as mandated by the Michigan Department of Education.

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 6: Present to Academic Services current and signed certification cards in First Aid and Adult/Child CPR from an organization approved by the Michigan Department of Education. A list of approved organizations may be found on our Certification Website: <http://www.coe.wayne.edu/AS/Certification.html>. ***You must present your signed certification cards in person to Academic Services for verification. Copies will not be accepted.***

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 2-3 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. 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.

You will receive a temporary certification letter (90-Day Certification Letter) stating the level and area of certification for which you will be recommended to the Michigan Department of Education (MDE). This letter can be used for employment purposes as verification that all requirements for the teaching certificate have been met. Within the validity of this letter, WSU will send a recommendation to MDE for your certificate and MDE will send a request for the requisite fee (see below). Once the fee has been paid, MDE will mail your teaching certificate to you. **Anyone convicted of an offense will NOT receive a 90-Day Certification Letter as mandated by the Michigan Department of Education.**

Undergraduate Combined Degree students will receive a 90-Day Certification Letter after your degree is posted by the School or College granting your degree.

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	<u>DO NOT ATTACH FEE</u>
Professional Education Teaching Certificate	\$160.00	<i>You will be billed by the Michigan Department of Education upon their receipt of Wayne State University's recommendation for certification.</i>
Occupational Education Teaching Certificate	\$160.00	
Renewal of Provisional or Interim Occupational Certificate	\$100.00	
Additional Endorsement	\$ 50.00	

Application for:

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

Semester and year that you expect to complete requirements for your teaching certificate and/or degree:

Fall 2009 Winter 2010 Spring/Summer 2010 Fall 2010

Please print or type your name exactly as you want it to appear on your certificate:

_____ Last _____ First _____ Middle (optional) _____ Maiden (optional)

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

_____ Wayne State University 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

Undergraduate Students:

I have applied for my degree online through Pipeline. _____ (Check box and Initial on the line)

Bachelor's Degree for which you are applying (select one only):

- Bachelor of Arts in Education (BA) – Completion of foreign language through the intermediate level.
- Bachelor of Science in Education (BS)
- Combined Bachelor's Degree from the College of Liberal Arts & Science
- Combined Bachelor's Degree from the College of Fine, Performing and Communication Arts

Degree Only - No Certification (select one only):

- Exercise and Sports Science Major
- Degree in Education with NO certification (Requires an approved appeal)

Post-Bachelor & MAT Students (select one only and complete degree information):

Post-Bachelor Teacher Certification Program Master of Arts in Teaching Certification Program

_____ Name of Bachelor Degree

_____ Degree Granting Institution

_____ Date of Degree

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

Elementary Provisional Certificate - Attach Elementary and, if applicable, major and/or minor MTTC Scores

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, 6-8 major/minor)

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

Name of Minor Date Major MTTC was passed or to be taken

Secondary Provisional Certificate (6-12 in major/minor) - Attach major and minor MTTC Scores

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

Name of Minor Date Major MTTC was passed or to be taken

K-12 Secondary Provisional Certificate (Majors in Art, Dance, Kinesiology Pedagogy and Music) and 6-12 in the minor subject area (if applicable). Attach major/minor MTTC Scores

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

Name of Minor Date Major MTTC was passed or to be taken

Endorsements for which you are now applying - Attach appropriate MTTC Scores

List date MTTC was passed or to be taken

Autism (K-12) _____

Cognitive Impairment (K-12) _____

Early Childhood _____

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://www.coe.wayne.edu/cte/ioc.html>) to the CTE Coordinator for review and 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 signed certification cards 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://www.coe.wayne.edu/AS/Certification.html>

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: <http://apps.michigan.gov/ICHAT>

A “Judgment of Sentence” 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.

Upon approval of your application, a 90-Day Certification Letter will NOT be issued as mandated by the Michigan Department of Education.

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 - (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.

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.

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

Check the box acknowledging the requirement.

Subject-Area Test scores for the Michigan Test for Teacher Certification

- 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.
- 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 (31). 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.

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 and Adult/Child CPR Certification cards (*present your signed certification cards to Academic Services for verification*)

Submit this application with the above documentation to the Certification Office, Wayne State University, 469 Education, Detroit, Michigan 48202, Phone: (313) 577-1601, Fax: (313) 577- 4944

----- **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: _____
 _____ Signature of Academic Services Officer

Major: _____
 Minor: _____
 _____ Date

Minor: _____
 Endorsement(s): _____

Notes:

Special Processing: Judgment of Sentence Required to Roster Roster Separately No 90-Day Letter