

**MICHIGAN STATE UNIVERSITY
CERTIFICATION OFFICE
620 FARM LANE, ROOM 134, EAST LANSING, MI 48824-1034
(517) 353-5146**

APPLICATION FOR THE MICHIGAN **SCHOOL ADMINISTRATOR** CERTIFICATE

Effective October 15, 2009, there is a \$50.00 processing fee for this application. Please [pay the fee online](#) using a credit card, debit card, or checking account *before* submitting the application. Applications without fee payment cannot be processed.

SCHOOL ADMINISTRATOR CERTIFICATE with Elementary/Secondary Endorsements: Applicants who are eligible may apply for the School Base Administrator Certificate with Elementary and Secondary Endorsements (these three credentials are bundled). To be eligible for a recommendation for the School Administrator Certificate with Elementary/Secondary Endorsements through MSU, an applicant must have completed (a) an approved master's degree in K-12 Administration at MSU after 2006 with an overall GPA of at least 3.0 and a passing score on the program exit exams, or (b) a relevant master's degree *and* an approved 21-credit core administrative studies program at MSU with an overall GPA of at least 3.0 and a passing score on the program exit exams.

SCHOOL ADMINISTRATOR CERTIFICATE with Central Office Endorsement: Applicants who are eligible may apply for the School Administrator Base Certificate with the Central Office Endorsement. To be eligible for a recommendation for the School Administrator Base Certificate through MSU, an applicant must have completed a Michigan Department of Education approved program completed at MSU. At this time, only the Ed.D. degree program has received approval. An internship is not required for the Ed.D. program; however, graduates who seek to earn the School Administrator Base Certificate with the Central Office endorsement must complete the internship or complete the waiver process through the K-12 Educational Administration department.

APPLYING FOR THE SCHOOL ADMINISTRATOR CERTIFICATE IS A TWO-STEP PROCESS.

To apply, applicants must:

1. Submit materials required by the MSU Certification Office in a single packet to 620 Farm Lane, Room 134, East Lansing, MI 48824, and
2. Initiate an application with the Michigan Department of Education (MDE) using the Michigan Online Educator Certification System (MOECS).

These two steps can be completed in either order or concurrently; however, both steps must be completed before the certificate can be issued. Incomplete applications will not be reviewed. Instructions for both steps are below.

APPLICATION INSTRUCTIONS

I. Complete and submit the following materials in a single packet to the MSU Certification Office

- _____ Application for the School Administrator Certificate, completed, signed (in ink) and dated
- _____ Conviction Disclosure Form, completed, signed (in ink) and dated
- _____ Applicants with convictions must also submit a Register of Actions or Judgment of Sentence from the court in which they were convicted, or a letter from the MSU Certification Officer indicating that the conviction has already been reviewed.
- _____ Clear copies of all Michigan certificates issued to the applicant (Provisional, Professional, renewals, additional endorsements, etc.).
- _____ An MSU transcript will be obtained by this office; however, **official** transcripts for non-MSU credits that will be applied to this certificate must be on file. Applicants will be notified if additional transcripts are needed. Transcripts must be sent directly to the MSU Certification Office by the institution. Transcripts designated as "student copy" or official transcripts sent by the applicant will not be accepted.
Transcript(s) will be sent from _____.
- _____ Evidence of legal name change, if applicable (driver's license, social security, etc.)
- _____ MSU Processing fee (paid online)

Please bring or mail your MSU information packet to:

MSU Certification Office
620 Farm Lane, Room 134
East Lansing, MI 48824

II. Register with MEIS and apply for certification using MOECS

The online MOECS application is automatically routed to the MSU Certification Office for review. MSU's review cannot be completed until the required materials have been received. When MSU indicates its approval of the online application, MDE will notify the applicant by email and require online payment of a certification fee. Following payment, MDE will issue the certificate and mail it to the applicant.

Instructions for Initiating a Certification Application Using MOECS

Step 1: Create a Michigan Education Information System (MEIS) Account

Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links to create a Michigan Education Information System (MEIS) account. When you finish the MEIS registration process, you will see a screen with your account ID, login, and temporary password. Follow the link at the bottom of the screen to set your MEIS password. You must retain your MEIS account information for future reference.

Step 2: Register with MOECS

Once you have established a MEIS account, go to the MOECS website (<http://www.michigan.gov/moecs>) and login with your MEIS user ID and password. Follow the steps to self register with MOECS. You will be asked to provide your MEIS account number, which is included in the email that you received from MEIS.

Step 3: Apply for a Certificate using MOECS

Once you have successfully logged into MOECS, you will be asked to provide demographic information. Once it has been saved, you will see links on the left navigation panel. Choose the link that is appropriate for you and follow the steps to apply for your certificate.

Step 4: University/College review/approval

After you have applied for the certificate, your application will be routed to MSU for review and approval.

Step 5: Online Fee payment

Once your MOECS application has been approved by MSU, you will receive an email from MDE with a link for online fee payment using a credit/debit card. Alternatively, you can log into MOECS using your user ID and password and click on the "pending payment" hyperlink on the home page.

Step 6: Issuance of Certificate

Once the fee has been paid, your application will be approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS), and the certificate will be printed and mailed within five business days to the address you provided in your application.

If you have difficulty with the registration process, please contact the MDE Office of Professional Preparation Services at 517/373-3310. Please visit <http://www.michigan.gov/moecs> for more information on MOECS.

MSU is an Affirmative Action/Equal Opportunity Institution

Application for the **MICHIGAN SCHOOL ADMINISTRATOR CERTIFICATE**
with **Elementary/Secondary Endorsements and/or Central Office Endorsement**

GENERAL INFORMATION

Name: Last First M.I. Other names of record

Address: Street City State Zip Code

Social Security Number PID/MSU Student # Gender U.S. Citizen

Preferred non-MSU E-mail Address

RACIAL-ETHNIC CATEGORIES

American Indian or Alaskan Native Hispanic
 Asian or Pacific Islander White, not of Hispanic Origin
 Black, not Hispanic Origin I do not wish to respond

CERTIFICATION STATUS

Michigan certificate(s) Held: Elem. Prov. Sec. Prov. Elem. Prov. Renewal Sec. Prov. Renewal

Permanent Continuing Professional Administrator

Date(s) Issued: _____ Recommending Institution(s) _____

ACADEMIC HISTORY

Institution Dates Attended Credits (or Degree) Term/Semester

Are you currently enrolled? No Yes Number of Credits _____ Institution _____

School Administrator Endorsement(s) Applying for: **Elementary/Secondary Endorsements** **Central Office Endorsement**

Requirements will be/have been completed _____

Courses Being/To Be Completed _____ Semester/Year _____ Institution _____

Are you currently enrolled in courses that will be applied to the endorsement? No Yes

ADMINISTRATOR/CENTRAL OFFICE EXPERIENCE (if applicable)

Name of School Districts(s) Dates of Experience Type of Experience

Permission is given to Michigan State University to solicit information regarding teaching experience and to release pertinent data and transcripts for recommendation of teacher certification to the Michigan Department of Education. I understand that I will be charged a fee for my certificate, in accordance with Public Act 339 of 1988 and that I will be billed by MDE for the amount owed.

In accordance with Public Act 96 of 1995, it is a criminal offense to use or attempt to use, a college or university transcript that is fraudulently obtained, altered, or forged, or to use other fraudulent credentials to obtain a teacher, school administrator, school guidance counselor, or school psychologist certificate.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

Type of certificate recommended to MDE _____

Approved by: _____ Date forwarded to Registrar's Office: _____

Highest Degree Held: BA/BS MA/MS EDS PHD

Name: _____ PID: _____

Date: _____

_____ I am an MSU undergrad applying for admission to the teacher preparation program.

_____ I am applying for direct transfer admission to the teacher preparation program.

_____ I am applying for admission to the teacher preparation program as a Post-Bachelor's student.

_____ I am disclosing a conviction and requesting permission to continue in the teacher preparation program.

_____ I am an applicant for internship (Graduate Certification or "GC") status.

_____ I am an applicant for certification.

**Michigan State University
Conviction Disclosure Form**

The Michigan State Board of Education has authority under Part 10 *Administrative Hearings* of the *Teacher Certification Code* to deny, suspend or revoke a teaching certificate (R 390.1201).

Students and certification candidates are asked to provide responses to critical questions prior to (1) admission to the teacher preparation program; (2) internship placement and/or (3) recommendation for initial certification, renewal of provisional certification, and professional certification. An applicant who has been convicted of a felony or misdemeanor may be denied admission, field placement, or recommendation for certification. An applicant who has been convicted of a felony or misdemeanor at any point during his or her academic program may, upon request, be granted a hearing prior to a final decision regarding admission, field placement, or recommendation for certification. Such a hearing will be referred to the College of Education Hearing Board for review and recommendation.

Please answer each question by checking "Yes" or "No". If you answer "Yes" to any question, please provide complete information on next page.

- A. Have you ever accepted responsibility for a civil infraction (excluding speeding tickets) or been convicted of (or pled no contest to) a misdemeanor or felony? Do you currently have charges pending against you? ___ Yes ___ No

If you answered yes to this question, you must provide a Register of Actions or Judgment of Sentence for the conviction from the court in which you were convicted.

- B. Have you had a teaching, school counselor, school psychologist, or school administrator certificate suspended or revoked? ___ Yes ___ No

- C. Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate? ___ Yes ___ No

- D. Have you ever surrendered a teaching, school counselor, school psychologist, or school administrator certificate? ___ Yes ___ No

- E. Has this conviction/infraction previously been disclosed to the MSU Certification Office? ___ Yes ___ No

If you answered yes to question A, please answer the following questions for each conviction. (Attach a separate page, if necessary.)

a) What was the offense? _____

Fully explain the circumstances. (Attach an additional page, if necessary.)

b) What was the date of your conviction? _____

c) In what city, state, and country did this occur? _____

d) In what court? _____

e) Please provide any other facts that you consider relevant to this circumstance:

If you answered yes to any other question, please note the item to which you are responding and fully describe the nature of the issue. (Attach an additional sheet, if necessary.)

RELEASE:

I declare and affirm, under penalty of committing fraud in the application process, that all the statements made in the foregoing application, including its accompanying statement or form, are true, complete and correct. I further declare and affirm that any conviction that occurs subsequent to the date of this application but prior to the issuance of any certificate will be reported, in writing, to the Certification Officer, 134 Erickson, Michigan State University, East Lansing, MI 48824.

By signing this form, I consent to the release of information to Michigan State University for the purpose of ascertaining my moral character and to the State of Michigan, Office of Professional Personnel Services, as necessary.

DATE _____

STUDENT #: _____

SIGNATURE _____

NAME (Print) _____

ADDRESS _____

E-MAIL _____

TELEPHONE _____