REQUEST FOR SECONDARY STANDARD TEACHING CERTIFICATE WITHOUT ALL ENDORSEMENTS FOR WHICH COURSEWORK HAS BEEN COMPLETED

The Michigan Department of Education requires that the Michigan Test for Teacher Certification (MTTC) Basic Skills test and the MTTC subject area test corresponding to your approved secondary teaching major be passed before an institutional recommendation for the Secondary Standard Teaching Certificate can be made. In addition to that minimum requirement, please list any teaching major(s), minor(s), or additional endorsement(s) for which you have completed coursework.

_____	_____	_____
Major/Minor	Major/Minor	Major/Minor

- If you have passed the test(s) for the subject area(s) listed above but MSU does not have your *official* results, please request that NES, Inc. (http://www.mttc.nesinc.com, 413-256-2876) send your official scores to MSU.
- If you have *not* passed the test(s) for the area(s) listed above, but you have passed the Basic Skills test and the MTTC corresponding to your teaching major and you wish to have your certificate recommendation processed *without* one or more of the endorsements for which you have completed coursework, please carefully read and complete the remainder of this form.

I will be completing the secondary teacher certification program but I have not yet passed the subject area examination in one or more of the endorsement area(s) for which I have completed coursework. Please recommend me for my certificate now without the additional endorsement(s).

I understand that once I receive my teaching certificate, complete all State and University requirements and pass the appropriate subject area test(s), I may apply for additional endorsement(s) to be added to my teaching certificate.

_____	_____
Student's Signature	Date

_____

Student's Printed Name

Endorsement(s) being waived: _____

- To be recommended for certification, our office must have on file (1) the official MTTC score(s) from your subject area test(s) or (2) an original copy of this signed request. If you have questions, please contact the Certification Secretary at 517-353-5146.
- Please note that the program you completed is valid for a period of five years and subject to any changes the Michigan Department of Education may implement during that time*. The subject area test(s) must be passed, and an application to have the endorsement added to your certificate must be submitted within that time period.
- If you are completing a world language major/minor or adding a world language endorsement, you must meet the Michigan Department of Education's oral proficiency requirement (ACTFL) in addition to passing the corresponding MTTC.