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

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

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- 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 Pearson, 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 MTTC corresponding to your teaching major and you wish to have your certificate recommendation processed without one or more of the licensure areas 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 licensure area(s) for which I have completed coursework. Please recommend me for my certificate now without the additional subject area(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

Licensure Area(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 Specialist 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(s) 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 (using the ACTFL) in addition to passing the corresponding MTTC.
- As of September 1, 2019, candidates wishing to add endorsements to their certificates must satisfy methods coursework and clinical experience requirements in the new subject area. At MSU, this requires enrollment in TE 409 if the subject area of the endorsement differs from that of the teaching major. To determine if a particular major/minor combination requires enrollment in TE 409, please use the TE 409 enrollment key - http://education.msu.edu/academics/undergraduate/documents/TE-409-Enrollment-Key.pdf. Prior to Fall Semester 2019, TE 409 did not include a clinical experience requirement. This means some candidates who have already taken TE 409 may need to take the new version.