

# Michigan Professional Teaching Certificate Application



Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Maiden \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State or Province \_\_\_\_\_

Zip Code \_\_\_\_\_ Country (if other than U.S.) \_\_\_\_\_

Student ID Number or Last Four Digits of Social Security Number \_\_\_\_\_

Birthdate \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Provisional Certificate:  Elementary  Secondary

Highest Degree Held:  Bachelor's  Master's  Specialist's  Doctor's

## Teaching Experience Since Receiving Original Michigan Provisional Certificate

Name/Location of school	Dates	Total Months Taught	Administrator or Principal
Total Number of Years/Months:			

## Course Work Taken Since Receiving Original Michigan Provisional Certificate

College or University	Dates of Attendance	Semester Hours Earned
Total Number of Semester Hours:		

An Experience Report Form must be completed by each school administrator for whom you taught. Experience must total three years (one year = 150 days) after issuance of your Provisional Certificate. It is your responsibility to request that the administrator(s) complete the report forms and return them to the Calvin Education Department.

The Michigan Department of Education requires the following information from all applicants: (Circle Yes or No)

- |   |            |           |
|---|------------|-----------|
| 1. Have you ever been convicted of or pled no contest to a felony or misdemeanor?                                     | <b>Yes</b> | <b>No</b> |
| 2. Do you currently have any charges pending?   | <b>Yes</b> | <b>No</b> |
| 3. Have you ever had a teaching certificate or other professional license denied, revoked, nullified, or surrendered? | <b>Yes</b> | <b>No</b> |

**If you answered yes to any of the above questions, attach a signed explanation. It is your responsibility to notify the Associate Dean for Teacher Education of any misdemeanor or felony charges and convictions while you are a student at Calvin. All convictions must be reported to the state of Michigan, and this process may delay or prevent your teacher certification.**

**Michigan Department of Education  
Teacher Preparation and Certification Services  
Certification Fee Agreement**

Public Act 339 of 1988 authorizes collection of fees for teacher certification in Michigan in accordance with the fee schedule listed below. In addition, the Administrative Rules Governing the Certification of Michigan Teachers requires that an application for certification must be made no later than five years after credit requirements have been met. Payment of the fee is a certificate requirement that must be met prior to the issuance of your Michigan teaching certificate.

<b>Type of Certificate</b>	<b>Michigan Department of Education Fee</b>
Provisional Teaching Certificate	\$160
Professional Teaching Certificate	\$160
Additional Endorsement	\$50
Renewal of Provisional Teaching Certificate	\$100
Renewal of Professional Teaching Certificate	\$160

I have authorized my college or university to recommend me for a Professional Teaching Certificate. I understand that I will be charged a fee for my certificate, in accordance with Public Act 339 of 1988, and will be billed for the amount owed. I will have five years to send payment to the Michigan Department of Education.

Student Number \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

**Return this application and experience reports to:**

**Calvin College Teacher Certification  
3201 Burton St. SE  
Grand Rapids MI 49546  
(616) 526-6208**