

Application for an Additional Endorsement (F210-D)



Lake Superior State University
Department of Education
650 W. Easterday Ave, Sault Sainte Marie, MI 49783
(906) 635-2188 x2811 FAX (906) 635-7565

APPLICATION FOR ADDITIONAL ENDORSEMENT(S) **PROCESSING FEE \$20.00**

INSTRUCTIONS:

- (1) **RACIAL** and **ETHNIC CATEGORIES** - Federal agencies require that certification recipients be reported by racial/ethnic background.
- (2) Provide **CLEAR** copies of **ALL** Michigan Certificates issued (original provisional, renewals, additional endorsement, etc.).
- (3) LSSU transcript will be obtained by this office, however, **OFFICIAL** transcripts will be required for all credits earned through other institutions that will be used to meet requirements for this certification. The official transcript(s) must be sent to the School of Education **DIRECTLY** from the other institution(s). Transcripts designated as "student copy: and official transcripts sent by the student will not be accepted. Sign and attach this form: I hereby authorize the registrar office at LSSU to provide a copy to the LSSU School of Education of any/all academic transcripts issued in my name: PRINT name: _____

Sign and date _____

- (4) **Effective January 1, 2004 a \$20.00 certification processing fee must be submitted with the application. Checks should be made out to: Lake Superior State University.**
- (5) After we submit your recommendation to the Michigan Department of Education for processing, the State of Michigan will submit a bill to you with instructions on how and where to make payment for your certification.
- (6) **Michigan Test for Teacher Certification (MTTC):** LSSU must have official score reports provided either by a) your listing LSSU when you registered for the MTTC so we can receive an electronic record, or b) your requesting an official score report be sent from NES-INC later. It is helpful to have a copy of your emailed score report attached to this application, but it can't count as the official report Request additional score reports if needed directly from http://www.mttc.nesinc.com/MI16_addscoreinfo.asp
- (7) Signed degree audits (usually the minor audit is equivalent to the requirements of the endorsement) can be obtained from the School of Education website, or your advisor
- (8) Supporting Materials : download Form F025 from http://education.lssu.edu/All_forms.html
Checklist:
 - ___ Completed Degree Audit for major/minor
 - ___ Disclosure Form F025 (Court Transcripts from _____ if applicable)
 - ___ Clear Copy of Michigan Certificate(s) _____
 - ___ Copies of MTTC Exam(s) for field added (date completed: _____)
 - ___ \$ 20.00 Certification Processing Fee: check made out to LSSU School of Education.
 - ___ Official Transcripts on file with Registrar for any coursework related to this application

IMPORTANT NOTICE

All certificate recommendations processed by Lake Superior State University require admission to the university as an undergraduate, graduate or continuing education student with teacher certification status.

LSSU is an Affirmative Action/Equal Opportunity Institution

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Lake Superior State University GENERAL INFORMATION

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

Permanent Address Street City State/Province Zip/Postal Code

LSSU Student # Gender Citizenship Phone

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

CERTIFICATE STATUS

Type of Michigan certificate(s) held: Elem. Prov. Sec. Prov.
 Elem. Prov. Renewal Sec. Prov. Renewal
 Elem Professional Secondary Professional

Current Endorsements (please list:)
Date Issued: _____ Recommending Institution _____

ADDITIONAL CERTIFICATION

Endorsement Requested: _____
 Attach copy of **Degree Audit for major/minor** Transcripts on file for non-LSSU courses

Attach copy of **MTTC results** MTTC exam _____ Date passed _____

Courses being/to be completed -Institution at which course is being/will be completed

Are you currently enrolled? No Yes # of credits _____
Institution _____

Permission is given to Lake Superior 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 will be billed by the Michigan Department of Education for the amount owed. In accordance of 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, forged, or other fraudulent credentials to obtain a teacher, school administrator, or school psychologist certification,, or other State Board approval.

Date Signature

Official Use Only:
Type of certificate recommended to MDE _____
Approved by: _____
Highest Degree: BA/BS MA/MS Date to RO: _____