

Date: _____

Ms. Stacey Guthrie
Michigan Department of Education
Office of Professional Preparation Services: Teacher Certification
PO Box 30008 Lansing MI 48909
Fax: (517) 3730542
Email: guthrie@michigan.gov

Dear Ms. Guthrie:

I am an Ontario student who is applying to the Ontario College of Teachers for certification. I am writing to request that a letter of professional standing be sent to the Ontario College at the following address:

Membership Services Coordinator
Ontario College of Teachers
121 Bloor Street East 6th Floor
Toronto Ontario M4W 3M5

For your reference, I have attached a copy of my current Michigan Certification. If you need any further information, please contact me. Thank you for your assistance in this matter.

Sincerely,

Signature

Name: _____ <small>First Middle Last</small>
Previous Name: _____ <small>(If Any)</small>
Social Insurance Number: _____
Address: _____ _____ _____
Telephone Number: _____

Greetings Canadian Interns, DO NOT SEND THIS PAGE

AFTER receive your Michigan Teaching Certificate, and after you open your portfolio with the OCT, you will be awaiting evaluation from the OCT. The OCT will need verification that your out-of-province certificate (just issued in your particular case) has never been revoked or rescinded. You request this letter from the MDE.

Please review your OCT Registration Guide, the section entitled: **"Documents that institutions must submit for you"**

The directions for this section need clarification. *"You will have to contact your educational institution"* - this usually means us - Lake Superior State University, but **NOT for the item: Statement of Professional Standing**

You must personally contact the Michigan Department of Education to request the letter of professional standing-

The letter **Statement of Professional Standing**. The OCT manual states that "this is a letter from a letter from a licensing institution, such as an education ministry, that states your right to teach has never been suspended, revoked or cancelled." In Michigan, the licensing institution is the Michigan Department of Education.

After you have received your Michigan Certificate:

Send the letter on page 1 of this document to:

Ms. Stacey Guthrie
Michigan Department of Education
Office of Professional Preparation Services: Teacher Certification
PO Box 30008 Lansing MI 48909
Fax: (517) 3730542

Email: guthrie@michigan.gov

You should attach a cover letter to request that ...

a "Statement of Professional Standing" be sent to the OCT which indicates that "your right to teach has never been suspended, revoked or cancelled." Give the MDE your Name, Social Insurance Number and/or OCT Registration Number to include on the letter.

Have it sent to:

Lynda Palazzi, Membership Services Coordinator

Ontario College of Teachers

121 Bloor Street East

Toronto, ON M4W 3M5

888-534-2222 info@oct.ca