Application for Renewal of Michigan Provisional Certificate (F205-C)

Lake Superior State University
Department of Education
650 W. Easterday Ave, Sault Sainte Marie, MI 49783
(906) 635-2811 FAX (906) 635-7565

PROCESSING FEE $20.00

Provisional Certificate. The initial teaching certificate issued in Michigan upon successful completion of an approved Michigan teacher preparation program. Valid for up to 6 years during which the holder is expected to gain experience and additional training. Effective with the fall 2006 the provisional certificate can be renewed for up to 3 additional years with the completion of just **9 semester credit hours** in a planned program at an approved teacher preparation institution. A second 3-year renewal requires completion of 18 semester hours in a planned program at an approved teacher preparation institution. Work toward an additional certificate endorsement or a graduate degree count as a planned program, if you hold an approved master's degree the credit requirement is waived for renewal. The 9 credits MUST be earned during (or at least after the issuance of) the valid lifetime of the provisional certificate.

(1) **RACIAL** and **ETHNIC CATEGORIES** - Federal agencies require that certification recipients be reported by racial/ethnic background. In order that LSSU may meet this obligation as an equal opportunity institution, it is necessary to obtain your racial/ethnic classification.
(2) Provide **CLEAR** copies of ***ALL*** Michigan Certificates issued (original provisional, renewals, additional endorsement, etc.
(3) **OFFICIAL** transcripts will be required for all credits earned through other institutions that will be used to meet requirements for this certification. These credits must be accepted by the institution as applicable toward the certificate renewal. The official transcript(s) must be sent ATTN: 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. Transcripts must indicate the completion of courses satisfying the Michigan reading requirement (completed at any time), and all courses contained in the Planned Program (completed after the initial issuance of the provisional certificate)
(4) Additional Endorsements (if any): The State of Michigan requires a person holding a Michigan teaching certificate who applies for an **additional** subject-area endorsement to complete the appropriate Michigan Test for Teaching Certification (MTTC) subject-area test(s) prior to the recommendation. Attach a signed audit sheet for the additional endorsement to add a new teachable subject to your Michigan certificate.
(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) Attach a signed Conviction Disclosure Form: F-025 download copy from: http://education.lssu.edu

Supporting Materials

Checklist: Please enclose the following
___ Copy of Planned Program (graduate audit, or certificate endorsement audit)
___ Conviction Disclosure Form
___ Clear Copy of current Michigan/other Certificate(s) _____
___ Copies of MTTC exam results for requested new endorsements (ONLY if applying for endorsement)
___ Audit sheet for requested new endorsements (only if applicable)
___ $20.00 Certification Processing Fee Checks should be made out to: Lake Superior State University
___ Official Transcripts must be on file with Registrar for any coursework related to this application (e.g. Departmental examinations or courses from other institutions)

LSSU is an Affirmative Action/Equal Opportunity Institution

Lake Superior State University
Department of Education
650 W. Easterday Ave, Sault Sainte Marie, MI 49783
(906) 635-2811 FAX (906) 635-7565

Application for: **1ST or 2ND RENEWAL of Michigan Provisional Teaching Certificate**

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

PROVISIONAL CERTIFICATE STATUS
Type of Michigan certificate(s) held: ___ Elem. Prov. ___ Sec. Prov.
___ Elem. Prov. Renewal ___ Sec. Prov. Renewal

Date Issued:_____ Recommending Institution_____

ADDITIONAL CERTIFICATION COMPLETED WITH RENEWAL CERTIFICATE (if any)

Subject area _____
___*Attach copy of MTTC results* MTTC exam_____ Date passed _____

Coursework: ___*Attach copy of AUDIT or planned program:* ____ **Transcripts on File**
Indicate the number of credits (or degree) earned during life of current Michigan Teaching Certificate.
Institution Dates Attended Credits (or degree) Indicate term/Semester
_____
_____
_____
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 APPLICANT Signature

Office Use Only---------
Type of certificate recommended to MDE _____
Approved by: *Date forwarded to Registrar's Office:*
Highest Degree Held: BA – BS - MA - MS