

SAGINAW VALLEY STATE UNIVERSITY
COLLEGE OF EDUCATION
 7400 Bay Road, University Center, MI 48710 * (989) 964-4057 (option #3)

APPLICATION FOR ADMINISTRATOR CERTIFICATE

To avoid delay in processing your application, please complete this form in full.

PERSONAL INFORMATION

Last Name:	First Name:	Middle Initial:	SS#:
Address:			
City/State/Zip:			
E-Mail Address:			
Day Phone # (include area code):		<input type="checkbox"/> Male (1)	<input type="checkbox"/> Female (2)
Alternate Phone # (include area code):		Birthdate:	
Maiden or other name(s) under which your records may be listed:			

- American Indian/Alaskan Native (1)
 White, Not of Hispanic Origin (2)
 Hispanic (5)
 Black, Not of Hispanic Origin (3)
 Asian/Pacific Islander (4)
 Prefer not to Answer (6)

When were the requirements for this certificate completed? _____

- Endorsement type filing for:
- Elementary/Secondary Principalship
 - Superintendent
 - Chief Business Official
 - Central Office

Please note: Individuals who are seeking an Administrator Certificate with endorsements in either Superintendent or Chief Business Official must have completed all coursework requirements between July 1, 1995 and August 15, 2006 to be recommended by SVSU.

ACADEMIC INFORMATION

Highest degree earned: Master's Specialist Doctorate Other: _____

List colleges attended where credits for this certificate were earned. **If credit was earned at another college or university after attending SVSU, you must submit those transcripts with this application.** The transcripts must be in a sealed envelope from the college/university where credit was completed.

NAME OF INSTITUTION	CREDITS EARNED

All official transcripts from each institution that you have attended must be in your admissions file to process this application.

Have you ever been convicted of (or plead no contest to) a felony in Michigan or any other state or jurisdiction? **Yes** **No** If yes, attach court documents indicating the crime of which you were convicted, dates, and sentence imposed with this application.

Have you ever been convicted of (or plead no contest to) a misdemeanor in Michigan or any other state or jurisdiction? **Yes** **No** If yes, attach court documents indicating the crime of which you were convicted, dates, and sentence imposed with this application.

Do you currently have any outstanding criminal charges or warrants of arrest pending against you in Michigan or any other state or jurisdiction? **Yes** **No** If yes, attach materials indicating the charges pending with this application.

Have you ever had a teaching or administrator certificate denied, revoked, or suspended in Michigan or any other state? **Yes** **No** If yes, attach materials that provide an explanation with this application.

Has SVSU ever recommended you for a teaching or administrator certificate or an endorsement? Yes No

CERTIFICATE FEES

Public Act 339 of 1988 authorizes collection of fees for teacher certification in Michigan in accordance with the fee schedule listed below. **Do not send fee to the College of Education. The Michigan Department of Education will bill you once your paperwork is processed.**

<u>TYPE OF CERTIFICATE:</u>	<u>REQUIRED FEE:</u>
Professional Education Certificate	\$160.00
Additional Endorsement	\$ 50.00
Renewal of Professional Education Teaching Certificate	\$160.00
Administrator Certificate	\$160.00

Signature of Applicant _____ Date: _____

RETURN APPLICATION TO: Certification Office
SVSU Regional Education Center
7400 Bay Road
University Center, MI 48710

Please attach a photo copy of your most recent teaching certificate with this application.