

**UNIVERSITY OF MICHIGAN-FLINT**  
**SCHOOL OF EDUCATION AND HUMAN SERVICES**  
**EDUCATION DEPARTMENT**  
430 French Hall  
Flint, MI 48502-1950  
(810) 762-3260

**SCHOOL ADMINISTRATOR CERTIFICATE APPLICATION INFORMATION**

Students who earned a Master's of Public Administration (MPA) degree with a concentration in Educational Administration from the University of Michigan-Flint **between 1996 and August, 2006**, may apply for the School Administrator Certificate (Elementary/Secondary/K-12 or Central Office). Those students graduating from the MPA program through August, 2006 **MUST APPLY BY June 30, 2008**, for the School Administrator Certificate, in compliance with Michigan Department of Education rules. Therefore, applications received after June 30, 2008, will not be processed for students who graduated between 1996 and August, 2006. However, students graduating from UM-Flint's MPA program with an Educational Administration Concentration **after August, 2006** may apply for the Elementary/Secondary K-12 School Administrator Certificate at any time. School administrator certification is not mandatory—it is **voluntary**, as provided for in Public Act 335 of 2006.

1. Complete the Application for Michigan School Administrator Certificate, signing your name in ALL places your signature is requested. Do not submit the application until your master's degree has been posted to your transcript.
2. If you answer "yes" to either of the questions regarding convictions and revocations, submit the required certified court documents (register of actions and judgment of sentence) with the completed application.
3. Mail the completed application (and any supporting documents) to:

University of Michigan-Flint  
Vicki Tonda, Certification Officer  
Education Department  
430 French Hall  
Flint, MI 48502-1950

4. In the event that you are notified that transcripts are required, they must be **official** transcripts, i.e., mailed directly to the certification officer at the address above by the institution. Photocopies, facsimiles, or transcripts stamped "issued to student" are NOT acceptable.

Upon receipt of the completed application, an audit will be completed to review your qualifications. We cannot provide advice on eligibility for the School Administrator Certificate until an application has been submitted and the review process has been completed. If it is determined that you do not meet the requirements, you will be notified.

Upon verification of the completion of all requirements for certification, the certification officer will forward a recommendation to the Michigan Department of Education. The MDE will then bill the applicant for the certificate, and upon their receipt of payment, the School Administrator Certificate will be mailed to you. It is highly recommended that you review your certificate when you receive it to verify that it is correct and to note the expiration date of the certificate.

Please be aware that practicing administrators are responsible for meeting the current continuing education requirements to renew their School Administrator Certificate. For those in an administrative position with responsibilities for oversight of instructional programs, the district must have on file evidence that the continuing education requirement has been met. For information regarding these requirements, please visit the following Michigan Department of Education website: [http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_30306---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_30306---,00.html)

**UNIVERSITY OF MICHIGAN-FLINT  
APPLICATION FOR MICHIGAN SCHOOL ADMINISTRATOR CERTIFICATE**

Social Security Number: \_\_\_\_\_ Birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Gender: Male  Female   
Month Day Year

Name: \_\_\_\_\_  
Last First Middle Maiden/Former

Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Number/Street City State Zip Code

Telephone Number: \_\_\_\_\_ Alternate Telephone Number: \_\_\_\_\_

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**Type of Initial Michigan School Administrator Certificate for which you are applying:**

Elementary/Secondary/K-12 OR  Central Office (These are ONLY available to those students who graduated from UM-Flint's MPA program with an Educational Administration Concentration through August, 2006. Such students MUST apply for the Michigan School Administrator Certificate BY June 30, 2008.)

OR

Elementary/Secondary K-12 (This is ONLY available to those students graduating from UM-Flint's MPA program with an Educational Administration Concentration AFTER August, 2006.)

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**Degree Information:**

Bachelor's degree from: \_\_\_\_\_ Awarded on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
College/University Month Day Year

AND, check one of the following:

Master of Public Administration (MPA) degree, with an Educational Administration Concentration, awarded by the University of Michigan-Flint between 1996 and the end of August, 2006: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

OR

Master of Public Administration (MPA) degree, with an Educational Administration Concentration, awarded by the University of Michigan-Flint AFTER August, 2006: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Since the master's degree that qualifies you for the school administrator certificate is from the University of Michigan-Flint, in most cases, it will not be necessary for you to submit official transcripts. The Education Department will obtain your UM-Flint transcript. However, in rare instances, it may be necessary for you to submit official transcripts if you completed coursework at other universities for your degree. You will be notified if that is required.

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**Racial/Ethnic Categories:** Please check one category. (The identifications below are those designated by the State Board of Education and will be used only to meet its reporting requirements.)

- |   |   |
|---|---|
| 1. <input type="checkbox"/> Native American or Alaskan Native | 4. <input type="checkbox"/> Asian or Pacific Islander |
| 2. <input type="checkbox"/> White, NOT of Hispanic origin     | 5. <input type="checkbox"/> Hispanic or Latino        |
| 3. <input type="checkbox"/> Black, NOT of Hispanic origin     | 6. <input type="checkbox"/> Multi-racial              |

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In accordance with Public Act 96 of the Public Acts 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 any other fraudulent credentials to obtain a teacher, school administrator, or school psychologist certificate, or other state board approval.

I acknowledge that I have read and understand the above statement as it applies to this application.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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According to R 390.1201, Rule 101 of the *Administrative Rules Governing the Certification of Michigan Teachers*, the superintendent of public instruction may refuse to grant or renew, or may suspend for a fixed term, or

revoke, or may impose reasonable conditions on, a teaching certificate or state board approval granted pursuant to these rules for the following reasons:

- (a) Fraud, or material misrepresentation, concealment of omission of fact in the application for, or the use of, a teaching certificate or state board approval.
- (b) Conviction of an offense listed in MCL 380.1535a or MCL 380.1539b.
- (c) Failure or ineligibility of the applicant to meet the criteria for the applicable certification or state board approval.

Applicants should note that the superintendent of public instruction has the final authority to deny a recommendation for certification.

The following questions must be answered, signed, and dated. I understand that if I answer “yes” to either question, I must submit the following certified court documents: register of actions and judgment of sentence. Submitted documents should identify the date of your conviction, the court in which it occurred, and whether it was for a misdemeanor or felony. Please submit the court documents with this application.

1. Have you ever had a teaching certificate or any other professional license or certificate denied, revoked, nullified, or suspended or have you ever surrendered a teaching certificate or other professional license?

YES  NO If you answered “yes,” please answer the following questions:

- What type of professional license or certificate was denied, revoked, nullified, suspended, or surrendered?  
\_\_\_\_\_
- When (date) and where (state) was the license/certificate denied, revoked, nullified, suspended, or surrendered?  
\_\_\_\_\_

2. Have you ever been convicted or pled no contest to a felony or misdemeanor?  YES  NO If you answered “yes,” please answer the following questions:

- What was the specific crime(s)? \_\_\_\_\_
- What was the date of the conviction(s)? \_\_\_\_\_
- Where (city and state) did the crime(s) occur? \_\_\_\_\_
- In what court(s) were you convicted? \_\_\_\_\_

I certify that the information provided in this application and my answers above are true, complete, and accurate to the best of my knowledge. I understand that failure to provide this information or concealment or misrepresentation of information may result in certificate denial or revocation.

Furthermore, I affirm that any conviction that occurs subsequent to the date of this application, but prior to the issuance of any certificate, will be reported by me immediately, in writing, to the Certification Officer, University of Michigan-Flint, Education Department, 430 French Hall, Flint, MI 48502-1950.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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I authorize the University of Michigan-Flint to recommend me for a Michigan School Administrator Certificate. I understand that I will be charged a fee for my certificate, in accordance with Public Act 339 of 1988, and I will be billed for the amount owed. I agree to pay this fee. Do NOT send payment to UM-Flint; you will receive a bill from the Michigan Department of Education upon their receipt of your paperwork from UM-Flint. Payment of the fee is required prior to the issuance of the certificate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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I authorize the Education Department at the University of Michigan-Flint to release pertinent data and all of my official transcripts to the Michigan Department of Education for recommendation for the School Administrator Certificate, as necessary. This statement is in accordance with the Family Educational Rights and Privacy Act of 1974 and Public Law 93.380.

Signature \_\_\_\_\_ Date \_\_\_\_\_