ADDING AN ENDORSEMENT TO AN EXISTING CERTIFICATE

Individuals who hold valid teaching certificates can add endorsements that enable them to teach additional grade levels or subject areas by completing approved endorsement coursework at an approved Michigan teacher education institution and passing the relevant Michigan Test for Teacher Certification (MTTC) subject test(s).

Endorsement areas available at the University of Michigan-Ann Arbor are listed on page 2.

APPLICATION CHECKLIST

Please submit all forms to the Teacher Education office at the address at the top of the page.

☐ Submit completed Application for an Individual Endorsement

☐ Submit completed Criminal Background Affidavit

☐ Submit UM-Ann Arbor transcript

Your U-M Ann Arbor transcript will be obtained by this office unless you attended the University prior to fall 1993. If you attended U-M Ann Arbor prior to fall 1993 please contact the Office of the Registrar (734-763-9066; www.ro.umich.edu) to request that an official copy of your transcript be sent to the Teacher Education Office. Transcript copies will not be accepted.

☐ Submit additional transcript(s) (if applicable)

Submit official transcripts for all other institutions attended. Request that transcripts be sent directly to the Teacher Education office. Transcript copies will not be accepted.

☐ Submit a clear copy of your valid Michigan teaching certificate.

☐ After coursework is complete and MTTC tests have been passed, apply for the desired endorsement on the Michigan Online Educator Certification System (MOECS): https://mdoe.state.mi.us/MOECS/Login.aspx

COURSEWORK REQUIREMENTS

The majority of endorsement coursework (more than half) must be completed in residence at the University of Michigan-Ann Arbor. No community college credit will be accepted.

MICHIGAN TEST FOR TEACHER CERTIFICATION (MTTC)

Before you will be recommended for an additional endorsement, you must provide a copy of your MTTC subject area test results showing a passing score in the proposed endorsement area. Applicants for an additional endorsement typically take the MTTC test in their proposed endorsement area after they have completed all coursework for the endorsement.
UNIVERSITY OF MICHIGAN-ANN ARBOR ENDORSEMENT AREAS

At the University of Michigan-Ann Arbor, those seeking additional endorsements complete the requirements for a teaching major or minor.

A self-evaluation of your progress toward completion of endorsement coursework can be completed by reviewing the specific course requirements for your proposed endorsement area at:

**Elementary**: soe.umich.edu/elementary_requirements

**Secondary**: soe.umich.edu/secondary_requirements

**Secondary (grades 6-12)**

**Majors/Minors**

<table>
<thead>
<tr>
<th>Biology</th>
<th>French</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>German</td>
<td>Physics</td>
</tr>
<tr>
<td>*Computer Science</td>
<td>*Health</td>
<td>Political Science</td>
</tr>
<tr>
<td>Earth/Space Science</td>
<td>History</td>
<td>*Psychology</td>
</tr>
<tr>
<td>Economics</td>
<td><strong>Integrated Science</strong></td>
<td><strong>Social Studies</strong></td>
</tr>
<tr>
<td>English</td>
<td>Italian</td>
<td>*Sociology</td>
</tr>
<tr>
<td></td>
<td>Latin</td>
<td>Spanish</td>
</tr>
</tbody>
</table>

**Elementary (grades K-8) Majors/Minors**

<table>
<thead>
<tr>
<th>*Fine Arts</th>
<th>Language Arts</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Integrated Science</td>
<td>* Minor Only</td>
<td>** Major Only</td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CERTIFICATION FEES**

In October 1988, Act 339 of the Public Acts of 1988 was passed by the State legislature. This act authorizes the collection of fees for teacher/administrator certification in Michigan and was implemented on April 1, 1989.

Please be aware that upon recommendation to the State for your endorsement, you will be emailed a remittance statement along with information on how to pay the required fee. The date of issuance for the endorsement will be determined by the Michigan Department of Education based on when your payment is credited. Wait to receive a remittance statement from the Michigan Department of Education before making a payment.

As of January 1, 2001 the fee for an additional endorsement was $50.00 for in-state applicants.

**PROCESSING TIME**

Processing of the application for an additional endorsement can take up to one month.

**QUESTIONS?**

Please email te.program@umich.edu.

To better serve you please provide the following when sending an email: full name (include maiden name if applicable), UMID, and phone number.
APPLICATION FOR AN ADDITIONAL ENDORSEMENT

NOTE: This application will not be processed without: 1) a clear copy of your valid Michigan teaching certificate; 2) official transcripts from all institutions attended; 3) completed Criminal Background Affidavit.

Date __________________ Email ______________________________________________________

Name ___________________________ ___________________________ ___________________________

First Middle Last Maiden

Date of Birth __________________ UMID # __________________ Social Security Number ____________

Home Address

Number

Street

City

State

Zip Code

Country

Telephone (Home) __________________ Telephone (Work) __________________ U.S. Citizen: Yes No

Area Code

Area Code

Race/Ethnicity

The University of Michigan attempts to gather the data below for reporting purposes only. Inclusion of this data is entirely optional.

☐ White/Non-Hispanic

☐ Black/African-American

☐ Asian-American

☐ Multi-racial (please specify) ______________________________________________________

☐ Puerto Rican/Mexican American (please specify) ______________________________________

☐ Other Hispanic/Latino (please specify) _____________________________________________

☐ Native American - tribal affiliation _____________________________________________

Additional Endorsement (See possible endorsement areas on page 2.)

Please evaluate my records for an additional endorsement in the following area(s):

Secondary Certification:

Additional major __________________________________ Additional minor ______________________

Elementary Certification:

Additional major __________________________________ Additional minor ______________________

Coursework

Please list all colleges/universities attended.

Name of Institution ___________________________ Date Transcripts Ordered

Name of Institution ___________________________ Date Transcripts Ordered

Name of Institution ___________________________ Date Transcripts Ordered

Currently enrolled at the University of Michigan-Ann Arbor? Yes ☐ No ☐

Please sign and date below. By signing, you are stating that you have provided complete and accurate information, and that you are aware of the Michigan Department of Education’s fee procedure.

Signature ___________________________ Date ____________________

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Additional Endorsement. Page 3 of 4
SCHOOL OF EDUCATION POLICY

The Michigan Legislature has stated, in Public Act 97 of the Public Acts of 1995, that "conviction of a crime...is considered to be reasonably and adversely related to the ability of the person to serve in an elementary or secondary school."

Additionally, effective January 1, 2006, Public Acts 129 through 131 and 138 of the Public Acts of 2005 provide that public school districts, public school academies, and nonpublic schools shall not employ, in any capacity, an individual who has been convicted of a listed offense (i.e., a crime that requires registration as a sex offender). These laws further provide that a public school district, public school academy, or nonpublic school may employ an individual who has been convicted of a non-listed felony offense only if the superintendent/chief administrator and school board/governing body each specifically approve the employment or work assignment in writing.

Therefore, it is School of Education policy that if an applicant to, or a student in, a program leading to teacher certification (provisional certification, renewal of certificate, professional certificate, or additional endorsement) has declared, or the School otherwise becomes aware of, a prior felony or misdemeanor conviction, one or more of the following may occur, depending upon the School's review of the circumstances and the nature of the offense:

- The individual may be denied admission or asked to leave the program; or
- The individual may be permitted to continue in the teacher education program with the understanding that:
  - A school or district may refuse to allow the student access to its schools and/or classrooms for required field experiences, including student teaching;
  - The State of Michigan may refuse to issue the student a teaching certificate, despite his/her successful completion of the teacher education program; and/or
  - The State of Michigan may issue the student a teaching certificate upon successful completion of the program, but schools or school districts, considering a criminal conviction as part of an individual’s qualifications for teaching, may choose not to hire the individual, or may not be legally permitted to do so.

Name ____________________________ ____________________________
U-M ID Number ___________________________

Have you ever been convicted of a misdemeanor?  Yes □ No □
Have you ever been convicted of a felony?  Yes □ No □
Have you ever had a teaching certificate denied/revoked? Yes □ No □
Do you currently have any criminal charges pending against you? Yes □ No □
(This question is asked so that we may follow-up with you regarding the outcome of the charges.)

If you responded “yes” to any of these questions, please submit a statement of explanation with this form. You will also be asked to submit to the program one of the following documents outlining your conviction: Judgment of Sentence or Certified Register of Action.

I affirm that the information I have provided on this form is complete and true, and understand and agree that I must notify the Teacher Education Program if I am convicted of a felony or misdemeanor at any time following my submission of this Criminal Background Affidavit.

Signature ___________________________________________ Date ____________________

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