

# AQUINAS COLLEGE

## School of Education

### Application for Added Endorsement on a Michigan Teaching Certificate

Please complete sections one through three of the application. Please note that section three must be notarized. Mail the completed application, ***along with a copy of your most recent teaching certificate***, to:

Aquinas College  
School of Education  
Certification Office  
1700 Fulton St E  
Grand Rapids, MI 49506-1801

If you had permission to take any coursework for the added endorsement at another institution, please be sure that official transcripts are on file with the Certification Office. For a transcript to be official, it must bear the signature of the Registrar and the Seal of the institution. It must be sent directly to Aquinas College by the institution. Please do not send unofficial transcripts or copies of grade reports. If you need to verify receipt of official transcripts, please call the Certification Office at 616 632-2427.

Please make sure you have uploaded all applicable course work, SCECH hours, or District Provided Professional Development hours into MOECS.

*The mission of the Aquinas College School of Education  
Is to empower our students to be capable, compassionate, and  
committed educators with integrity.*

## SECTION ONE: CANDIDATE INFORMATION

LAST FOUR DIGITS OF SSN \_\_\_\_\_ LAST \_\_\_\_\_ FIRST \_\_\_\_\_ MIDDLE \_\_\_\_\_ MAIDEN \_\_\_\_\_

BIRTHDATE \_\_\_\_\_ STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Sex:  Male  Female U.S. Citizen:  Yes  No

Race (Optional check all that apply):  African American  Asian  Hispanic/Latino  White  
 Hawaiian/Pacific Islander  American Indian/Alaskan Native

## SECTION TWO: CREDENTIALS AND PROFESSIONAL INFORMATION

I am applying for:

Added Endorsement(s) *Choose an item.*

### OF A (N)

Elementary Certificate  Secondary Certificate

Master's degree granted by: \_\_\_\_\_ Date degree conferred \_\_\_\_\_

Please check the appropriate box:

- I completed the coursework for the above major(s) or minor(s) on the undergraduate level at Aquinas College.
- I completed the coursework for the above major(s) or minor(s) at an institution other than Aquinas College. My coursework was accepted by Aquinas College in transfer.
- I completed the coursework for the endorsement(s) listed above at Aquinas College after I received my initial teaching certificate on the  undergraduate OR  graduate level.

A passing score on the appropriate portion of Michigan Test for Teacher Certification (MTTC) is also required to add an endorsement. Please provide the name(s) and date(s) of the test(s) that you have taken or will take:

*Choose an item.*

Test name

\_\_\_\_\_ Date taken

*Choose an item.*

Test name

\_\_\_\_\_ Date taken

**SECTION THREE: CRIMINAL BACKGROUND INFORMATION**

**Background Check Questions**

- |   |     |    |
|---|-----|----|
| 1. Have you ever been convicted of, or pled no contest to, a misdemeanor?   | Yes | No |
| 2. Have you ever been convicted of, or pled no contest to, a felony?  | Yes | No |
| 3. Do you currently have any criminal charges pending against you?  | Yes | No |
| 4. Have you ever had an application for a teaching credential in Michigan or in any other jurisdiction denied?                                      | Yes | No |
| 5. Have you ever had a teaching credential in Michigan or in any other Jurisdiction suspended, denied, revoked, nullified or otherwise Invalidated? | Yes | No |
| 6. Have you ever had any professional or occupational credential, license or certificate denied, revoked or nullified?                              | Yes | No |

If you answered yes to any of the above, please give a brief description and date(s) of the conviction(s), charges, and/or circumstances. \_\_\_\_\_

I declare all the answers I have given are true, correct and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Statement of Understanding**

1. I understand that misrepresentation or falsification of records, i.e. **fraud**, will almost certainly result in immediate dismissal from the Aquinas College School of Education certification program.
2. I understand that Aquinas College is required to report to the Michigan Department of Education all certification candidates with any misdemeanor or felony convictions.
3. I understand that I am obligated to report any change in my legal status and will notify the School of Education immediately of ANY infractions, misdemeanors or felonies that take place after the signature date below.
4. I understand that even with recommendation for certification from Aquinas College, the final decision regarding issuance of teacher certification is made by the Michigan Department of Education.

**Affirmation and Notarization**

I affirm that I have read and understand Section III of this application. I declare that the answers I have given to the background check questions are true, correct and complete, and that I have read and understand the statement of understanding.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

} ss

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary

In and for \_\_\_\_\_ County

My commission expires \_\_\_\_\_, 20\_\_\_\_\_

**SECTION FOUR: RECOMMENDATION OF SCHOOL OF EDUCATION  
OFFICE USE ONLY**

This candidate has completed the coursework requirements for the following added endorsement(s):

Choose an item.

The candidate took and passed the following Michigan Test for Teacher Certification (MTTC):

Choose an item.

The candidate currently holds the following valid Michigan teaching certificate:

- Elementary Standard     Secondary Standard     Elementary Professional     Secondary Professional

The candidate completed the requirements for an approved Master's degree as follows:

\_\_\_\_\_   
Degree earned

\_\_\_\_\_   
Date conferred

.....

The Aquinas College School of Education recommends this candidate for added endorsement on a Michigan certificate.

\_\_\_\_\_   
Certification Officer or Dean, School of Education

\_\_\_\_\_   
Date

Aquinas College, an inclusive educational community rooted in the Catholic Dominican tradition, provides a liberal arts education with a global perspective, emphasizes career preparation focused on leadership and service to others, and fosters a commitment to lifelong learning dedicated to the pursuit of truth and the common good.