

SCHOOL COUNSELING K-12 ENDORSEMENT PROCEDURES:

1. Complete Oakland University's 48 hour Master's Degree in Counseling. This *must* include:

- a. Completion of **CNS 561**, Introduction to School Counseling and **CNS 571** Consultation, Theory and Practice.
- b. Completion of **CNS 666**, a 600-hour internship in a school setting which services children, adolescents and their families and is approved by your internship instructor.

This internship must include experiences at each school level: **elementary, middle and high school**. For example, if your internship is at a middle school, then you must work shadow an elementary counselor and a high school counselor. Work shadowing must be a minimum of 2 days at each level.

2. Complete a summary paper.

To obtain endorsement, you must write a paper describing in detail the differences between the counseling responsibilities at your *primary* internship site and the responsibilities at each school level. Be specific about the differences, adjustments and learnings you must apply to perform effectively at a particular school site. A separate paper must be written for each job shadowing experience.

3. Complete **attached** *Application for Counseling K-12 Endorsement Form*.
4. Complete **attached** *Checklist of Internship Experiences Form*.
5. Attach a copy of your **Michigan Teaching Certificate to this form**.
6. Attach copy of passing test scores from State exam (Test #51, Guidance Counselor.) Information regarding this exam can be obtained by writing to the following address or stopping by the SEHS student Advising Office, 363 PH.

Michigan Test for Teacher Certification
National Evaluation Systems, Inc.
PO Box 660
Amherst, MA 01004-9001
(413)256-2876 OR (800)823-9225

7. Complete attached **Felony/Misdemeanor Disclosure Form**
8. Complete attached **Application for Additional Endorsement** Form
9. Send application and required attachments to you internship instructor for their signature and approval or send to: **Bobbi Wells 440H Pawley Hall, Rochester MI 48309**

OAKLAND UNIVERSITY
APPLICATION FOR COUNSELING ENDORSEMENT ON
MICHIGAN TEACHING CERTIFICATE

NAME: _____ STUDENT G # _____ DATE: _____

ADDRESS: _____ EMAIL: _____
CITY: _____ STATE: MI ZIP CODE: _____

HOME PHONE: _____ CELL: _____ YEAR OF BIRTH: _____

COURSE SUMMARY:

COURSE	SEMESTER/YEAR COMPLETED
CNS 561	_____
CNS 571	_____
CNS 666	_____

INTERNSHIP SITE INFORMATION:

Primary Site Name: _____
Address: _____

SITE SUPERVISOR INFORMATION:

Name: _____
Signature: _____

FACULTY INSTRUCTOR INFORMATION:

Name: _____
Signature: _____

COMPLETE AND ATTACH THE FOLLOWING DOCUMENTS:

- Copy of Test Results
- Copy of Michigan Teaching Certificate
- Summary Papers
- Felony Disclosure Form
- Application Form (Blue)

***Please submit completed application to the Counseling Office, 440H Pawley Hall**

OFFICE USE ONLY

Teaching Certificate _____ Test 51 Score _____ Felony Form _____
Transcripts _____ Application _____

CHECKLIST
School Counseling Internship Experiences
K-12 Endorsement

1. Elementary Experience Component, Grades K - 5:

_____ Primary internship placement at _____ Elementary School.

_____ Work shadowed at the _____ elementary School
and submitted required paper.

Signature of Site Counselor (if checked)

2. Middle School Experience Component, Grades 6 - 8:

_____ Primary internship placement at _____ Middle School.

_____ Work shadowed (minimum 2 days) at the _____
Middle School and submitted required paper.

Signature of Site Counselor (if checked)

3. High School Experience Component, Grades 9 - 12:

_____ Primary internship placement at _____ High School.

_____ Work shadowed (minimum 2 days) at the _____
High School and submitted required paper.

Signature of Site Counselor (if checked)

APPLICATION FOR AN ADDITIONAL ENDORSEMENT

1. Date ____/____/____	2. SSN/OU ID ____-____-____	3. Name (Last, First, Middle) If you have changed your name since your last teaching certificate, please provide proof of your name change. (i.e. marriage license, social security card)	Maiden Name
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4. Mailing address (Street, City, State, Zip Code)	5. E-mail
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6. Telephone Home: () _____ Work: () _____	7. Birth Date ____/____/____	8. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	9. Semester of completion
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10. Race (Optional) Voluntary Cooperation will be appreciated, as this information is used to compile a study of teacher supply and demand.

Native American White Non-Hispanic Black Non-Hispanic Asian or Pacific Islander Hispanic

11. Name of Endorsement that you are applying for _____

If you are applying for an endorsement other than Early Childhood, Special Education or Reading, you must provide a copy of your planned program signed by your academic adviser.

Students must apply for the Counseling endorsement directly through the Counseling Department.

12. Date that you took the subject area test _____
(you must provide a copy of your test score)

13. Type of certificate you currently hold _____

Expiration Date _____ (Please note that we cannot add an endorsement to an expired certificate)

14. Have you been convicted of any misdemeanors or felonies? _____ (Your application will not be processed unless you answer this question).

If you answered yes to the above question, please provide a letter listing the charge, year of conviction and name and location of court. This letter will be forwarded to the Michigan Department of Education along with our recommendation. If you feel that there are special circumstances surrounding your conviction you may want to include that information in the letter.

The fee for the additional endorsement is \$50.00. **Do not send payment to Oakland University.** You will be billed by the Michigan Department of Education.

For questions contact **Nichole Moninger,MSW** 248 370-4182 email dillard@oakland.ecu

The processing time for the application for the endorsement application is approximately eight weeks.

You will receive a confirmation letter once we have confirmed that you have completed all the requirements for the endorsement.

By signing this application I am confirming that all information that I provided is accurate.

Signature	Date
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Revised 1-23-13

Oakland University
Felony/Misdemeanor Disclosure Form
Post-Master's School Counseling Specialization Program

Applicant's Statement

1. Have you ever been convicted of any felony? ___YES ___NO

2. Have you ever been convicted of any misdemeanor including any alcohol related traffic violations? ___YES ___NO

3. Have you ever been convicted in Michigan or any other state or jurisdiction, whether upon a verdict or plea of guilty or upon a plea of nolo contendere (no contest), or received a suspended sentence for a crime, that is considered criminal sexual conduct? ___YES ___NO

4. Did you ever receive a discharge from the Armed Forces of the United States, which was other than "Honorable"? ___YES ___NO

5. Have you ever been denied admission to, or removed from a counselor education program at another college or university? ___YES ___NO

6. Have disciplinary proceedings ever been initiated against your limited license, professional license or professional certification? ___YES ___NO

(If you have answered "yes" to any of the above questions, please explain the circumstances on the other side of this form)

If you have answered "yes" to any of the above, you need to know that passing our program, school internship and the state certification test does not guarantee a counselor license or employment.

This form must be signed and dated before admittance to the Post-Master's School Counselor Specialization Program and again prior to recommendation for the preliminary or full school counselor license.

Signature of Applicant _____ Date _____

Print Name of Applicant _____

Adding an Endorsement to Your Certificate

What to Know:

1. Oakland University offers undergraduate and graduate level endorsement options:
 - a. The Education Advising Office evaluates the transcripts of individuals who want to add an undergraduate *elementary endorsement* to their Elementary teaching certificate (only). These endorsements are listed under **Option 1** in the “Approved Planned Program Options 1-4” link from www.oakland.edu/sehs/certrenewal
 - b. The Secondary Teacher Education Program Chief Faculty Advisers evaluate the transcripts of individuals who want to add an undergraduate *secondary endorsement* to their Secondary teaching certificate. These endorsements are listed under **Option 1** in the “Approved Planned Program Options 1-4” link from www.oakland.edu/sehs/certrenewal
 - c. School of Education and Human Services (SEHS) Faculty Advisers evaluate the transcripts of individuals who want to add a graduate endorsement to their teaching certificate. These endorsements are listed under **Option 2 and 4** in the “Approved Planned Program Options 1-4” link from www.oakland.edu/sehs/certrenewal
2. Adding an endorsement to your certificate requires you to:
 - a. Pass all coursework required for the endorsement, **and**
 - b. Pass the corresponding Michigan Test for Teacher Certification (MTTC). When you register for the MTTC exam (www.mttc.nesinc.com), *be sure to have your official score sent to OU.*
3. Once you have met these requirements (*all grades must be posted*),
 - a. go to www.michigan.gov/moecs to apply for your new certificate, and
 - b. send in a copy of your *completed* program plan via fax (248-370-4245), e-mail PDF attachment (dillard@oakland.edu), or mail (address listed below).

If any of the credits needed for your endorsement were completed at another institution, you will need to drop off an official transcript in a signed, sealed envelope or mail it to:

Continuing Certification
363 Pawley Hall, Oakland University
2200 N. Squirrel Rd. Rochester, MI 48309

CERTIFICATION INSTRUCTIONS FOR TEACHER CANDIDATES GRADUATING FROM MICHIGAN INSTITUTIONS IN DECEMBER 2010

The Michigan Department of Education is in the process of transitioning to the new Michigan Online Educator Certification System (MOECS) database. The old system will be retired effective **December 1, 2010**. This means that teacher certification candidates who will currently complete their programs from Michigan institutions in December will not be recommended for certification until the MOECS goes live on **February 8, 2011**. **You will receive a 90-day letter from the institution which is valid for obtaining employment in Michigan until your certificate is processed.**

If you are a teacher candidate who is affected by this transition to MOECS you will need to initiate the certification recommendation process by self-registering in MOECS beginning **February 8, 2011**. After you have self-registered your institution will receive a notification to verify your certification information and submit the recommendation for your certificate. You will then receive an email notification to pay your certification fee online and your certificate will be processed and mailed to you within 7 to 14 business days. Please visit <http://www.michigan.gov/moecs> for continued updates and more information on MOECS.

TO REGISTER WITH MOECS ON OR AFTER FEBRUARY 08, 2011, PLEASE FOLLOW THESE STEPS:

Step 1: Create a Michigan Education Information System (MEIS) Account

Visit <https://cepi.state.mi.us/MEISPublic/> and follow the links on the screen to create a Michigan

Education Information System (MEIS) account. MEIS will email you a user ID and password along with the MEIS account number to the email address provided by you during MEIS registration.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit <http://www.michigan.gov/moecs> and on the

login screen sign in with your MEIS user ID and password and follow the steps to self register

with MOECS. On the registration page, you will be asked to provide your MEIS account number,

which is included in the email that you received from MEIS.

Step 3: Apply for Certificate in MOECS

Once you have signed in with MOECS successfully, you will be asked to complete the demographic information and once it is saved, you will see the links on the left navigation panel.

Choose the link that is appropriate for you and follow the steps to apply for your certificate.

Step 4: University/College review/approval

After you have applied for the certificate, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval.

Step 5: Online Fee payment

Once your application is approved by the institution in MOECS, you will receive an email with a

link for you to pay the fee online using credit/debit card or you can do so by logging into MOECS

using your user ID and password.

Step 6: Issuance of Certificate

Once the fee is paid, your application will be approved by the Michigan Department of Education, Office of Professional Preparation Services (OPPS) and the certificate will be printed and mailed to your address as stated in your demographic page within 7-14 business days.

If you are having any difficulties with the registration process, please contact the Office of Professional Preparation Services at 517/373-3310.