

UNDERGRADUATE SPECIAL EDUCATION STUDENT TEACHING  
APPLICATION PACKET

**All Materials Should Be Submitted to the Special Education Office  
128 Porter Building**

UNDERGRADUATE SPECIAL EDUCATION STUDENT TEACHING  
APPLICATION DEADLINES

**June 15<sup>th</sup> for Winter Semester  
January 15<sup>th</sup> for Fall Semester**

Please submit the following information to 128 Porter with your application:

1. Personal Statement
2. 2 signed copies of the Statement of Civil/Criminal Convictions  
(the last page of this packet)
3. A copy of your Speech and Hearing Screening Results
4. A copy of your TB Test
5. A copy of your Liability Insurance Statement, valid at the time of placement  
(Not required for application deadline.)
6. Pre-clinical Hours, as recorded on the orange card

ALL applicants are responsible for meeting with their Faculty Advisor to determine if they have met the requirements for Undergraduate Special Education Student Teaching. The Faculty Advisor must sign the blue Permission to Register Form in order for registration to be enabled for: SPGN 491 (Student Teaching + Special Education Seminar for 12 credit hours).

In order to be recommended for Certification, you **MUST** remember to:

- Submit your CPR/First Aid Certification
- Take and pass all required MTTC subject area(s)

Please submit these documents to the Department of Special Education, 128 Porter

## PERSONAL STATEMENT

You must include a Personal Statement with your Special Education Student Teaching Application. The Personal Statement should address the following questions:

- Why have you chosen special education as a profession?
- Why are you pursuing an endorsement in your major area?
- What are your goals for your special education student teaching experience?

Your personal statement will be distributed to your cooperating teacher, and building administrator. Please make sure that your statement is clear and concise, error-free, and grammatically correct. Your statement should not exceed a single page, single-spaced.

## PLACEMENT INFORMATION

Preferred Placement Locations (Please Remember, the Department of Special Education must make the placement)

Choice 1 \_\_\_\_\_

Choice 2 \_\_\_\_\_

Choice 3 \_\_\_\_\_

Are there any special circumstances that might affect your student teaching experience?

\_\_\_\_\_  
\_\_\_\_\_

## GENERAL EDUCATION STUDENT TEACHING EXPERIENCE

Name of School \_\_\_\_\_ Cooperating Teacher \_\_\_\_\_

Grade Level/Subject \_\_\_\_\_ Semester/Year Completed \_\_\_\_\_

*The Department of Special Education staff and faculty have my permission to release information in my application file for the purpose of placement in student teaching.*

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

*(Attesting to agreement to the statement above)*

**UNDERGRADUATE SPECIAL EDUCATION STUDENT TEACHING**  
**Department of Special Education**  
**Eastern Michigan University**

**APPLICATION FORM**

Indicate the Semester for Student Teaching

**FALL 20**\_\_\_\_\_

**WINTER 20**\_\_\_\_\_

**GENERAL INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

EMU ID# \_\_\_\_\_ Preferred E-mail Address \_\_\_\_\_

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address \_\_\_\_\_ Permanent Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Special Education Program Area \_\_\_\_\_ Minor \_\_\_\_\_

Teacher Certification Level       Elementary                       Secondary  
(General Education)

*Note: Special Education certification is K-12*

Expected Graduation Date \_\_\_\_\_

Please remember to attach the required documentation to this application (see page 1) and submit your completed application packet to the Department of Special Education, 128 Porter Building.

Please remember to make, and keep, a copy of this application for your records.

Please talk with your Faculty Advisor if you have questions about the application form or process.

# CIVIL/CRIMINAL CONVICTIONS ISSUES

## *What are Enumerated Offenses?*

### Michigan Teacher Certification

If a teacher candidate has any enumerated offense, s/he must provide either a *Judgment of Sentence, Registration of Actions*, or a *Certification of Conviction*, along with a written explanation of the offense(s), to the Office of Academic Services (206 Porter Building, 487-1416). Admission and continuance decisions are based on, among other things, information about the civil/criminal convictions of the teacher candidate.

Please be advised that teacher candidates with civil/criminal conviction issues are not guaranteed certification even if they successfully complete a teacher preparation program. The decision to certify a teacher is made by the Michigan Board of Education through the Michigan Department of Education (MDE). The MDE can decide not to certify candidates with civil/criminal conviction issues regardless of their academic performance. EMU requires candidates with civil/criminal conviction issues to sign a letter of acknowledgement for admission and continuance.

Teacher candidates are recommended for certification once they complete all program requirements. Teacher candidates with any enumerated offense will undergo administrative review with the MDE. Administrative review takes at least 30 days. A teacher candidate with an enumerated offense is not eligible for a 90-day letter until after the review is complete and it is determined that the teacher candidate is eligible for certification.

#### Enumerated Offenses That \*May Prevent Teacher Certification

1. Any felony conviction
2. Criminal sexual conduct in the fourth degree or an attempt to commit that crime.
3. Child abuse in the third or fourth degree or an attempt to commit that crime.
4. A misdemeanor involving cruelty, torture, or indecent exposure involving children.
5. A misdemeanor violation of distributing marihuana on school property,
6. A violation of any section from the Michigan Penal Code in the following areas: breaking and entering, presence of minor under 17 in places where liquor is sold, lewd and lascivious behavior, contributing to the neglect or delinquency of a minor, removing items from a vacant dwelling.
7. A misdemeanor violation from the Michigan Penal Code in the following areas: assault and battery, domestic violence, selling or furnishing alcoholic liquor to a person less than 21 years of age.
8. More than one: Driving Under the Influence (DUI) or Operating Under the Influence of Liquor (OUIL).
9. A violation of a substantially similar law of another state, of a political subdivision of this state or another state, or of the United States.
10. More than one minor in possession conviction.
11. More than one misdemeanor of any kind.

*\* Note: Enumerated offenses can negatively impact Michigan teacher certification, candidate marketability, or both.*

*School districts will ask applicants for criminal background information. School districts can hold applicants to higher standards than are required by the state.*

*March 2007*

# STATEMENT OF CIVIL/CRIMINAL CONVICTIONS

at the time of Student Teaching Application

*The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of any enumerated offense.*

You must respond to each of the following questions.

	YES	NO
1. Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any <u>misdemeanor</u> (including DUI) other than a traffic offense?		
2. Have you ever been convicted, found guilty of, or plead no contest to DUI (Driving Under the Influence) or OUIL (Operating Under the Influence of Alcohol)? How many? _____		
3. Have you ever been convicted of, found guilty of, pled guilty to, or pled no contest to any <u>felony</u> ?		
4. Have you ever had ANY professional certificate, license, or permit, or an application for same, revoked, suspended, limited, or denied? (A driver's license is <i>not</i> a professional license.)		
5. Do you currently have any criminal charges pending against you?		
6. Have you ever been, or are you currently, on a child abuse or sexual abuse registry in any state?		
7. Are you currently being investigated for sexual harassment, sexual abuse, or child abuse?		

In accordance with the State Board of Education Administrative Rules, a certificate may be denied or revoked for fraud, material misrepresentation, counterfeiting a certificate, or concealment in the application for a certificate (see Section R390.1201). **In order for your application to be processed, you must initial the following two paragraphs and provide EMU with basic personal identification information.**

I hereby certify that the information on this form is accurate and complete, and I hereby grant permission for school officials to release information concerning my degree and certificate to potential employers and certification agencies. \_\_\_\_\_ (initial here)

I understand that the Michigan Department of Education may not grant a teaching certificate to a candidate with civil/criminal conviction issues, even when the candidate has successfully completed an accredited teacher preparation program. I also understand that a licensed teacher with civil/criminal conviction issues can have her or his certificate revoked. \_\_\_\_\_ (initial here)

Printed Last Name: \_\_\_\_\_ Printed First Name: \_\_\_\_\_

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

Student Identification # at EMU: E \_\_\_\_\_ Check one:  elementary  secondary

Check one:  undergraduate  post-baccalaureate  SEM-T  already certified teacher

**Directions**

If you answered yes to *any* of the questions in the table above, please provide the following documents: 1) a copy of the Judgment of Sentence, or Registration of Actions, or Certification of Conviction, and 2) a written explanation of the offense. When recommended for certification, candidates with civil/criminal conviction issues will undergo administrative review by the Michigan Department of Education (MDE). Administrative review takes *at least* 30 calendar days from the day the recommendation is received by MDE. Ninety-day eligibility letters for candidates with civil/criminal conviction issues will not be available *unless and until* the MDE approves them.