



(http://www.michigan.gov/documents/mde/Facts_About_Teacher_Certification_In_Michigan_230612_7.pdf)

School Psychologist Certificate

(Advanced license; valid for up to five years)

A person who is employed as a school psychologist by a local or intermediate school district is required to hold a valid Michigan School Psychologist Certificate or a Preliminary School Psychologist Certificate. A fully licensed psychologist by the Michigan Department of Licensing and Regulatory Affairs (LARA) may also be employed as a school psychologist according to R340.1799e of the Special Education Administrative Rules.

A Preliminary School Psychologist Certificate is Michigan's initial certificate issued upon completion of a minimum of 45 graduate semester credit hours in an approved school psychologist program as well as an internship of not less than 600 hours under the supervision of a certified school psychologist. If the applicant completes an approved school psychologist certification program in a state other than Michigan, the individual must first secure a school psychologist certificate from that state before applying for certification in Michigan. The Preliminary School Psychologist Certificate is valid for three years and may be renewed once upon completion of at least 6 additional semester credit hours. A School Psychologist Certificate is the advanced level Michigan certificate and is valid for up to five years. To qualify for the School Psychologist Certificate the candidate must complete at least 15 additional semester credit hours in an approved school psychology program since his/her Preliminary School Psychologist Certificate was issued, or possess a specialist's or equivalent degree in school psychology from an approved institution earned at any time. In addition, the candidate must have completed one year of satisfactory work experience as a school psychologist under the supervision of a fully certified school psychologist since his/her Preliminary School Psychologist Certificate was issued. An individual who is nationally certified as a school psychologist by the National Association of School Psychologist and has a minimum of one year of school psychology experience under the national certificate may qualify for the School Psychologist Certificate as his or her initial certificate in Michigan. The School Psychologist Certificate must be renewed by meeting the continuing education requirements as described below.

School Psychologist License Renewal

(Renewal is valid for up to five years)

Requires one or the combination of the following:

- Completion of 6 semester hours at any four-year or community college listed in the *Directory of Michigan Institutions of Higher Education*. *
- 150 State Continuing Education Clock Hours (SCECHs)

Note: Semester credits or SCECHs (formerly SB-CEUs) must have been completed within the five year period preceding the date of application and after the issue date of the previous certificate.

** Credits completed at approved out-of-state four-year EPI are also acceptable.*

Applying for your Michigan School Psychology Certification

Application for Michigan School Psychology certification is done in conjunction with the University School Psychology Coordinator and University Certification Officer located in the Department of Teaching, Learning and Curriculum. Once they have verified that you have met all requirements, certification is recommended to the Michigan Department of Education. Paperwork can be found by clicking [here](#) or from the department's Administrative Assistant.

Preliminary Michigan School Psychology Certification

Students applying for their Michigan Preliminary Certification must have earned an MA degree or equivalent. Classes within the designated Professional Studies must receive a grade of B- or higher. The Michigan Department of Education allows a school psychologist to work for three years with a Michigan Preliminary Certificate.

In addition to completing the following list of course requirements, students for Preliminary Certification in School Psychology must accomplish the following:

- 1) An applicant for preliminary school psychologist certificate shall meet both of the following requirements:
 - (a) Have completed a minimum of 45 graduate semester hours in an approved program toward the school psychologist certificate. An internship shall not be considered a part of the 45 semester hours.
 - (b) Have completed not less than a 600-clock-hour, supervised internship with school-age pupils in an approved school psychologist program, 300 clock hours of which shall be in a school setting under the supervision of a person who holds a Michigan School Psychologist certificate.
- 2) Officials of a Michigan institution that has an approved program shall recommend to the department, on a form provided by the department, the issuance of a preliminary school psychologist certificate. The recommendation to issue the preliminary school psychologist certificate shall be made when an applicant has completed the requirements approved by the board as defined in these rules. An application to an institution with an approved program for a preliminary school psychologist certificate shall be considered a certification requirement. An applicant shall meet the requirements for a preliminary school psychologist certificate when his or her application has been received and approved by the institution and the department. The department shall review the recommendation made by the officials of an institution before the certificate is issued to determine that certification requirements are met.
- 3) A preliminary school psychologist certificate shall be valid for 3 years. A preliminary school psychologist certificate expires on June 30 of the expiration year indicated on the certificate.
- 4) A person employed under the preliminary school psychologist certificate shall have local supervision provided by a fully certificated Michigan school psychologist with a minimum of 2 hours per week of supervision.
- 5) An applicant and an employer shall be familiar with the specific requirements of the preliminary school psychologist certificate.
- 6) A preliminary school psychologist certificate may be renewed for an additional 3 years upon completion of not less than 6 semester hours of credit in an approved program. Credit shall be in courses appropriate to a school psychologist as determined by the institution. A preliminary school psychologist certificate may be renewed once.

7) Correspondence credit is not acceptable for meeting the requirements of an initial preliminary school psychologist certificate, or its renewal. Online and distance learning coursework is acceptable for renewal if attending a state, regional, or nationally accredited institution. Coursework shall be applicable to the school psychologist position.

The following documents are required in order to initiate a recommendation for preliminary certification to the State Education Office.

- A completed Michigan Preliminary Certification application with the Field Supervisor's signature
- Official transcripts from all colleges /universities attended other than Andrews University.
- Satisfactory evaluation of the applicant's personal and professional competencies.
- A copy of the Field Supervisor's Michigan state certification.

Full Michigan School Psychologist Certificate

An applicant for the School Psychologist Certificate shall meet all of the following requirements:

- Hold a valid Michigan Preliminary School Psychology Certificate.
- Completed the EdS degree requirements including comprehensive examinations.
- Satisfactorily completed a 1200-clock-hour internship with school-aged pupils under the supervision of a person who holds a valid Michigan School Psychologist Certificate.
- Have completed one year of successful experience employed as a school psychologist in a Michigan public school and have local supervision provided by a fully certificated Michigan school psychologist with a minimum of 2 hours per week of supervision.

The following documents must be submitted by the student in order to initiate a recommendation for full certification to the State Education Office. Applications and further information can be obtained from the certification officer, located in the School of Education, Department of Teaching, Learning and Curriculum or from the School Psychology departmental secretary.

- Completed Michigan Certification application. The application includes a section requesting documentation of work under supervision as a school psychologist in the public school setting for a year after holding a Michigan Preliminary certificate.
- A copy of the Michigan state certification of the supervising psychologist at the employment site.

PLEASE NOTE: If you anticipate doing an internship or later working outside of Michigan, it is your responsibility to understand that state's certification requirements. This program guarantees preparation for licensure in Michigan only. It is advised that you keep documents which you may need later to obtain your license/certificate.

Students may contact the Michigan Department of Education for further information:

Michigan Department of Education, Ottawa Tower South
P.O. Box 30008
Lansing, Michigan 48909
(517) 373-6892



School Psychology Michigan Licensure Paperwork *Verification of Completion of Requirements*

This form needs to be completed and submitted to the Andrews University Certification Office along with the following documents:

Student Information:

Application for Certification

Immoral Conduct Clearance Form

Official Transcripts for any courses taken other than at Andrews University

NOTE: If you have previously had the transcripts sent to the Certification Registrar, you do not need to have new transcripts sent, unless you have taken additional courses. List transcripts below so we can be watching for them.

I understand that my Application for Certification will not be processed until the Certification Registrar has all the above paperwork.

(Student's Signature)

(Student ID)

(Date)

Please have the coordinator of your program complete the following information:

This is to verify that _____ has completed all the requirements for one of the following: (Student Name)

Preliminary School Psychologist License

School Psychologist License

Please attach copies of program check sheets/requirements and certificates of supervisors which are needed for future reference.

(Advisor's Signature)

(Date)

(Title)

INFORMATION & INSTRUCTION SHEET - School Psychologist Certificate

A person who is employed as a school psychologist by a local or intermediate school district is required to hold a valid Michigan School Psychologist Certificate or a Preliminary School Psychologist Certificate. A Preliminary School Psychologist Certificate is the initial certificate issued upon completion of an approved school psychologist preparation program.

1. The candidate must have completed a minimum of a 45 graduate semester hours in an approved school psychologist program, and completed a supervised internship of not less than 600 hours under the supervision of a certified school psychologist.
2. In order to advance to the School Psychologist Certificate the candidate must complete at least an additional 15 semester credits in an approved program. The Preliminary School Psychologist Certificate is valid for 3 years and may be renewed once upon completion of at least 6 additional semester credit hours.
3. A School Psychologist Certificate is the advanced level Michigan certificate and is valid for up to 5 years. To qualify for the School Psychologist Certificate the candidate must complete at least 15 additional semester credit hours in an approved school psychology program since his/her Preliminary School Psychologist Certificate was issued, or possess a specialist's or equivalent degree in school psychology earned at any time from an approved institution. In addition, the candidate must have completed one year of satisfactory work experience as a school psychologist under the supervision of a fully certified school psychologist since his/her Preliminary School Psychologist Certificate was issued.
4. The School Psychologist Certificate must be renewed by meeting the continuing education requirements as described in the renewal policy for the Professional Education Certificate.

INSTRUCTIONS

- **This information sheet must be *fully completed*** including Conviction Clearance Form, Internship Experience Report Form for Preliminary School Psychologist Certification, Work Experience Report Form for School Psychologist Certification and a Verification of Completion of Requirements Form.
- **Official transcripts of all college and/or graduate credits earned in colleges or universities OTHER than at Andrews University** must be sent directly to the Certification Registrar at Andrews University.

The applicant is responsible for seeing that all transcripts are sent to the:

**Certification Registrar
Department of Teaching, Learning, & Curriculum
Andrews University
4195 Administration Drive
Berrien Springs MI 49104-0100**

Go to www.michigan.gov/moecs and follow the steps to apply for your MI Certificate online.

- **No information will be approved in MOECS for the State of Michigan until all transcripts and documents have arrived and your file has been completed.**

INFORMATION FOR PRELIMINARY AND SCHOOL PSYCHOLOGIST CERTIFICATE
Andrews University Dept. of Graduate Psychology & Counseling

Certificate(s) applying for:

- Preliminary School Psychologist
- Renewal of Preliminary School Psychologist
- School Psychologist

Print name and a mailing address which will be valid two months after requirements for this certificate are completed

Last First Middle Date all requirements will be complete

Street

City State Zip Code E-mail address

Previous names on school records if different from present name:

AU ID# _____ **SS#** _____ **Date of Birth** _____ **Phone#** _____

Citizenship USA Other **Sex** Female Male

Race (circle one) 1 American Indian 4 Oriental
 2 Caucasian 5 Spanish American
 3 Afro-American 6 Multiracial

Bachelor's Degree & Date Received _____ **College** _____

Master's Degree & Date Received _____ **University** _____

Specialist's Degree & Date Received _____ **University** _____

Doctoral Degree & Date Received _____ **University** _____

I hereby authorize Andrews University to recommend me for a Preliminary/School Psychologist certificate. I understand that renewal credits must be earned post certificate issuance date and prior to the certification expiration date.

Date of Application

Signature of Applicant

**INTERNSHIP EXPERIENCE REPORT FORM FOR PRELIMINARY & SCHOOL
PSYCHOLOGIST CERTIFICATION**

Andrews University Dept. of Graduate Psychology & Counseling

Instructions:

This form is for verification of field experience (internship) required for a preliminary school psychologist or school psychologist certificate. Please have the Director of the School Psychology program complete the form.

This is to verify that _____
(first name) (middle/maiden name) (last name)

Social Security number _____ / _____ / _____

___ Yes ___ No Completed a 600-clock-hour, or longer, supervised internship with school aged pupils as part of an approved school psychologist program through Andrews University from _____ to _____.
(month/day/year)

___ Yes ___ No A minimum of 300 clock hours were in a school setting under the supervision of (supervising school psychologist) who holds a Michigan School Psychologist certificate.

Submit this completed form and a copy of the certificate of the fully-certificated supervising school psychologist.

(Signature - supervising fully-certificated school psychologist) (Date)

(Print name of supervising school psychologist)

(Employing School District) (Phone Number)

(Address)

WORK EXPERIENCE REPORT FORM FOR SCHOOL PSYCHOLOGIST CERTIFICATION

Andrews University Dept. of Graduate Psychology & Counseling

Instructions:

This form is for verification of work experience required for a school psychologist certificate. Please have the Superintendent or designee of the employing school district complete this form.

This is to verify that _____
(first name) (middle/maiden name) (last name)

has completed one successful year of work experience from

_____ to _____ under the supervision of a fully certificated school psychologist
(month/day/year)

Social Security number _____ / _____ / _____

Submit this completed form and a copy of the certificate of the fully-certificated supervising school psychologist.

(Signature - supervising fully-certificated school psychologist)

(Date)

(Print name of supervising school psychologist)

(Employing School District)

(Phone Number)

(Address)

CONVICTION CLEARANCE FORM

Andrews University Dept. of Graduate Psychology and Counseling

The Michigan State board of Education has authority under Part 10 Administrative hearings, of the Administrative Rules Governing the certification of Michigan teachers, to deny, suspend or revoke a teaching certificate (R 390.1201).

Rule 101 States:

1) The state board may refuse to grant or renew, or may revoke or suspend for a fixed term, or may impose reasonable conditions on, a teaching certificate granted pursuant to these rules for the following reasons:

- a) Fraud, material misrepresentation, or concealment in the application for a certificate.
- b) Failure or ineligibility of the applicant or certificate holder to meet the criteria for eligibility for the certificate.
- c) Conviction, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or moral turpitude. Any applicant who reports having been convicted at any point in his or her academic program will be granted a hearing prior to a final decision. Such a hearing will be initiated by the School of Education through its Committee on Teacher Preparation.

The specific acts for which the state board may refuse to grant or renew, or may revoke or suspend for a fixed term, or may impose reasonable conditions on a teaching certificate are listed in the following public acts:

Public Act 451 of the Public Acts of 1976 (as amended)

Misdemeanors Required to be Reported

In addition to reporting all felony convictions, Public Act 451 of the Public Acts of 1976 (as amended) requires that school districts report to the Michigan Department of Education, Office of Professional Preparation Services, any teachers, administrators, school counselors, school psychologists, school social workers and school nurses certificated or approved by the State Board of Education who have been convicted of the following misdemeanors:

- Criminal sexual conduct in the fourth degree
- Attempt to commit criminal sexual conduct in the fourth degree
- Child abuse in the third or fourth degree
- Attempt to commit child abuse in the third or fourth degree
- Cruelty, torture, or indecent exposure involving a child
- Delivery of a narcotic to a minor or student within 1,000 feet of school property (333.7410)
- Breaking and entering (750.115)
- Knowingly allowing a minor to consume or possess alcohol or a controlled substance at a social gathering (750.141a)
- Accosting, enticing, or soliciting a child for an immoral purpose (750.145a)
- Larceny from a vacant dwelling (750.359)
- Assault; assault and battery (750.81)
- Assault; infliction of serious injury (750.81a)
- Selling or furnishing alcoholic liquor to a person less than 21 years of age (436.33)

Public Act 451 of the Public Acts of 1976 (as amended):

Immediate Suspension upon Conviction

1. Public Act 451 of the Public Acts of 1976 (as amended):
Section 1535 (a)(2):

- (a) Criminal sexual conduct in any degree, assault with intent to commit criminal sexual conduct, or an attempt to commit criminal sexual conduct in any degree.

- (b) Felonious assault on a child, child abuse in any degree, or an attempt to commit child abuse in any degree.
- (c) Cruelty, torture, or indecent exposure involving a child.
- 2. Manufacturing/delivering controlled substance (7401(2)(a)(I))
- 3. Possession of a controlled substance (7402(2)(a)(I))
- 4. Recruiting, inducing, soliciting or coercing minor to commit a felony (333.7416)
- 5. Assault with intent to commit murder (750.83)
- 6. Assault with intent to rob or steal armed (750.89)
- 7. Attempt to murder (750.91)
- 8. First degree murder (750.316)
- 9. Second degree murder (750.317)
- 10. Armed robbery aggravated assault (750.529)
- 11. Misdemeanor - Delivery of a narcotic to a minor or student or within 1,000 feet of school property (333.7410)

You are asked to sign the following statement regarding any conviction as defined above in section (c) of (1) under Rule 101 of the Michigan State Board of Education Administrative Rules governing certification of Michigan teachers.

If you as a student in School Psychology Program and a candidate for a School Psychology credential and indicate a conviction, have plead guilty or no contest to any of the items listed above, or have any pending charges, you may be denied licensior. Please contact the Certification Registrar for further detail on how to proceed.

CONVICTION/REVOICATION INFORMATION (If you answer “yes” to any of the following questions, please provide a detailed description of the circumstances surrounding the conviction or action and attach copies of court documents.)

- (check one) Yes No Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony?
- (check one) Yes No Have you ever surrendered a teaching/school counselor/school psychologist certificate?
- (check one) Yes No Have you had a teaching/school counselor/school psychologist certificate suspended or revoked?
- (check one) Yes No Is there currently action pending against your teaching/school counselor/school psychologist certificate?

I certify that the answer given on this form is complete and accurate to the best of my knowledge.

Student’s Signature

Date

Printed Student Name

Student ID Number