

APPLICATION FOR DESIGNATED SUBJECTS/SERVICES CERTIFICATE

The _____ recommends _____
Name of Conference/Sr. Academy *Name of Teacher*

for a Designated Subjects Certificate endorsed for _____.
Subject Area

This certificate will be valid for _____ years. (Indicate one, two, or three years.)

This certificate may be renewed upon completion of the following approved program, as authorized by the Education Superintendent/Sr. Academy Principal. (Indicate specific inservice, course work, experience, or activity required for renewal.)

Education Superintendent/Sr. Academy Principal *Date*

For persons receiving this certificate for the first time, copies of transcripts, verification of recent workshops or experience, and an Application for Certification must accompany this form.

For persons renewing this certificate, verification of renewal requirements and an Application for Certification must accompany this form.

The *K-12 Educators' Certification Manual* lists details for the Designated Subjects/Services Certificate on pages 18-19 of the 2010 edition. Procedures are outlined on the back of this page.

PROCEDURES FOR ISSUANCE OF DESIGNATED SUBJECTS CERTIFICATE

1. This form should be completed, signed, and returned to the MAUC Registrar by the respective Education Superintendent/Sr. Academy Principal for each person under consideration.
2. An approved minimum activity plan for renewal should be outlined by the Education Superintendent/Sr. Academy Principal and included on each applicant's form. The plan should include either course work, inservice/workshops, advanced experience or significant activities in the area of expertise.
3. At renewal time, verification of the above activities should be sent to the MAUC Registrar.
4. Transcripts, vocational certificates, or statements of verification regarding experience should accompany the renewal request.
5. Exceptions and/or unusual cases should be referred to the MAUC Certification Review Committee.