

## **Provisional Certificate Applicant Checklist**

Please allow this to serve as a checklist for yourself. This will help you to ensure that the proper items are in order to complete your certification file. After the following items are received by the University of Detroit Mercy, please allow 4-6 weeks for your application to be processed. As a reminder, transcripts for certification are separate from transcripts for your student file. It is the applicant's responsibility to make sure that all items are sent to the Certification Officer at the University of Detroit Mercy.

Your application will be complete upon receiving the following items:

- \_\_\_\_\_ Teacher's Oath
- \_\_\_\_\_ Official UDM transcript\*
- \_\_\_\_\_ Official transcripts from all other universities or colleges attended
- \_\_\_\_\_ Degree posted on transcript
- \_\_\_\_\_ Successful completion of Michigan Basic Skills Test

### ***Elementary Provisional Applicants:***

- \_\_\_\_\_ Successful completion of elementary both major content examination
- \_\_\_\_\_ Have taken both content exams for major and minor
- \_\_\_\_\_ Successful completion of either (or both) major or minor content exams(s)

### ***Secondary Provisional***

- \_\_\_\_\_ Successful completion of and minor content exams

***Please have all information sent to:***

***Certification Officer - Box 34  
College of Education and Human Services  
University of Detroit Mercy  
P.O. Box 19900  
Detroit, MI 48219-0900  
Phone (313) 993-6310      Fax (313) 993-6303***

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\*Transcript must have final grades for all courses posted