

Candidate's Application for Enrollment MEMSPA School Leadership Specialty Endorsement Program

Candidates wishing to work on a School Leadership Specialty Endorsement sponsored by the Michigan Elementary and Middle School Principals Association must provide an enrollment application, deadline December 15, 2018, which will include the following information:

1. Letter of application describing interest, level of time investment and commitment. The signature on this letter and on the application form indicate commitment to the entire 10-month program.
2. A copy of the current Basic Administrator Certificate held.
3. A copy of any previous endorsements earned.
4. Registration of \$2,150 (**MEMSPA Member Rate**) and \$350 for assessment and learning materials (required). Refreshments and Meals will be provided.

1. First and Last Name _____

2. Email Address (ONE preferred address at which you are assured of receiving email)

3. Current position _____ School District _____

4. Official School Name (Please enter full school name, e.g., J.W. Sexton High School, Gerald R. Ford Middle School, etc.)

5. School Address _____

6. Work Phone with extension, if appropriate (e.g. 517-123-4567, x. 8910)

____ - ____ - ____ (ext. _____)

7. Alternate Phone Number(s) ☐ Home ____ - ____ - ____

☐ Cell ____ - ____ - ____

8. Home Address _____

9. I hold a current Administrator Certificate: ☐ Yes ☐ No*

(If you answer "Yes" you will be recommended for a specialty endorsement on your Administrative Certificate once you have successfully completed the Program. If you answer "No", MEMSPA will hold its endorsement recommendation until such time as you acquire your Administrative Certificate.) You can obtain SCECHs or six semester hours of graduate credit for Leadership Matters.

10. Please indicate type(s) of Michigan Administrator Certificate(s) or Endorsement(s) you hold.
☐ Basic Certificate ☐ Specialty Endorsement ☐ Enhanced Endorsement
11. Please supply certificate number, the issue date and the expiration date of the Administrator Certificate(s) and/or endorsements (*include copy of certificates with application.*)

Basic Administrator Certificate Cert # _____

Issue Date _____ Expiration Date _____

Specialty Endorsement Endorsement # _____

Issue Date _____ Expiration Date _____

12. Signature _____ Date _____

* Information for obtaining an Administrator Certificate is available the Michigan Department of Education website (www.michigan.gov/mde).

**MAIL COMPLETED APPLICATION by December 15, 2018 WITH REGISTRATION FEES TO:
MEMSPA, 1980 N COLLEGE RD, MASON, MI 48854**

<input type="radio"/> MEMSPA <u>Member</u> Fees: \$2,150	Program Fees	<input type="radio"/> <u>Non-Member</u> Fees: \$2,450
	<u>350</u> Material Fees (required)	<u>350</u>
Total Fees: \$2,500		Total Fees: \$2,800

To apply for MEMSPA Membership go to www.memspa.org.

PAYMENT METHODS:

Amount Enclosed: _____

____ Personal Check Enclosed ____ School District Purchase Order # _____ **
(Full Payment Required) **Number must be included for application to be accepted.

____ Credit Card (VISA, MC, American Express) ____ Charge Full Amount to Credit Card

____ Member – 12 equal pmts of \$213.33 (includes \$5/month service fee)

____ Non-Member – 12 equal pmts of \$238.33 (includes \$5/month service fee)

Card # _____ Exp Date _____

Security Code _____

Name As It Appears on Card: _____

Signature: _____

Card Billing Address: _____

**“Leadership Matters”
MEMSPA Specialty Endorsement Program**