

MOECS

School Psychology Certification

Preliminary Certification

Completion of a 600-clock-hour supervised practicum with school-aged students

1. Print off and have your supervising fully certified school psychologist fill out the **Experience Report Form for Preliminary School Psychologist Certification Form** located on our website under Forms & Handbooks. Do not print and complete the form available on the MOECS website. The form on their website is for students who are not affiliated with a College/University or are outstate applicants applying for certification.
2. Return this completed form to the School Psychology Secretary, Sloan Hall 139. Make a copy of this form for your records.
3. Go to www.michigan.gov/MOECS to create an account. The login and password that you create will remain unchanged throughout your certification process. **Keep this information** for any future certification you may need to complete.
4. Upon completion of your application for certification, the Michigan Department of Education (MDE) will electronically forward your application to the College of Education and Human Services (EHS) at Central Michigan University.
5. You will be instructed to contact EHS for completion of *any additional forms*. **Do not contact EHS**, your only required form (Experience Report Form) has been completed.
6. Your application will then be electronically forwarded to Sandra K. Morgan for verification purposes. The certificate will be 1) Confirmed 2) Confirmed with changes or 3) Not confirmed.
7. Once verified by Sandra K. Morgan, an electronic draft will be returned to EHS.
8. EHS will notify the MDE the outcome of the certification process.
9. MDE will electronically send a certificate fee request to you.
10. Upon receipt of this fee the Preliminary Certificate will be mailed directly to you.

Full Certification

1. Fill out the *Application for School Psychology Certificate* located on our website under Forms & Handbooks (follow same steps as Preliminary Certification)
2. Completion of an approved internship
3. Completion of Thesis