



**REQUEST FOR TRANSCRIPT EVALUATION
CHINESE TEACHER CERTIFICATION PROGRAM**

Name: _____ Do you have a Bachelor's Degree? _____
 Address: _____ Degree granting University: _____
 City, State, Zip: _____ Date of Degree: _____
 Phone: _____ Degree Major: _____

List all Colleges and Universities Attended

_____ transcript attached*
 _____ transcript attached*
 _____ transcript attached*

** Transcripts from all schools attended must be submitted with this form.*

Select One Certification Choice:

- ELEMENTARY: Chinese Major and Planned Minor (Recommended)
- ELEMENTARY: Chinese Minor, ESL Minor and Planned Minor
- ELEMENTARY: Other Major: _____, Chinese Minor and Planned Minor
- ELEMENTARY: Chinese Minor, Other Minor: _____ and Planned Minor
- SECONDARY: Chinese Major and ESL Minor (Recommended)
- SECONDARY: Chinese Major and Other Minor: _____
- SECONDARY: Other Major: _____, Chinese Minor
- ENDORSEMENT (Currently Certified Teachers Only): Chinese Major (K-12) or Chinese Minor (6-8 or 6-12)

Public Act 68 of 1993 Sec. 1230

This act requires public and non-public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals. The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or a felony conviction.

1. **Have you ever been convicted of a felony?** yes no
2. **Have you ever been convicted of a misdemeanor?** yes no
3. **Have you ever had a professional license or certification, denied, suspended (for cause) or revoked?** yes no

If you answer "yes" to question 1 or 2, you must provide a current (less than 6 months old) statewide Criminal History Check from the Michigan State Police website at <http://apps.michigan.gov/ICHAT/>. Complete a search for your own record, print out the report, and attach it to this form.

I certify that the above information is complete and accurate.

Signature (required): _____ Date: _____

Return form with transcripts to:

Dr. Cynthia Ward
CTCP Evaluation
489 Education
Wayne State University
Detroit, MI 48202

**WAYNE STATE
UNIVERSITY**

COLLEGE OF EDUCATION
Division of Academic Services
489 Education Building
5425 Gullen Mall
Detroit, MI 48202
313-577-1605

REQUEST FOR CTCP TRANSCRIPT EVALUATION INSTRUCTIONS

1. Please carefully read the Certification Information Handbook before filling out the Request for Transcript Evaluation.
2. Fill out the Request for Transcript Evaluation completely and return it with copies of transcripts from ALL schools attended. Student copies of transcripts are acceptable for evaluation purposes.
3. If your transcript does not indicate semester or quarter hour credits, or credit is reported in other units, include a key to the transcript.
4. If your transcripts are from a foreign institution, you must first contact World Education Services and request a course-by-course evaluation of your records:

World Education Services
(212) 966-6311
<http://www.wes.org>

Once WES has evaluated your transcripts, submit this form and your WES course-by-course evaluation.

5. Your transcripts will be evaluated by Dr. Cynthia Ward, Graduate Academic Services Officer in the College of Education and by Dr. Yue Ming, Advisor for Chinese Language and Culture Courses and Testing, Department of Classical and Modern Languages, Literatures, and Cultures in the College of Liberal Arts and Sciences. You will receive an evaluation through the mail.
6. Prerequisites must be completed at Wayne State University. Any request to take prerequisites at any other institution must be made in writing [with reasons for this request] and attached to this form.