

Michigan ESP Center  for Professional Learning

ATTN: PD/HR Department

P.O. Box 2573, East Lansing, MI 48826—2573

517/333-6260 • Fax: 517/336-4013

**General ESP Certificate Program – Track I Application**

The Education Support Professionals (ESP) Certificate Program, administered by the MEA ESP Center for Professional Learning, assures the provision of high quality standards-based professional development for education support professionals.

Supported by the Michigan Education Association (MEA), the ESP Certificate – Track I is available to all ESP in any classification who complete the Core Curriculum program requirements (MEA members and non-members). The ESP Track II Certificate is also available to instructional paraprofessionals who are required by the Elementary and Secondary Education Act (ESEA)/No Child Left Behind (NCLB) Act of 2001 to be “qualified.”

The following application form is to be used only by Education Support Professionals who have completed the 40 hour curriculum requirement for the General ESP Certificate Program – Track I (those who are not impacted by the ESEA/NCLB).

The Education Support Professional (ESP) Certificate is issued as a service to MEA members at no cost. Non-members are required to submit a fee of \$30.00 as part of this application process. Check or money order should be made payable to: Michigan Education Association.

The application and fee (for non-members) should be returned to: Michigan ESP Center for Professional Learning, P.O. Box 2573, East Lansing, MI 48826-2573.

  
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**General ESP Certificate Application – Track I**  
**(Completion of 40 Hour Core Curriculum)**

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APPLICANT INFORMATION

MEA member  Non-MEA member

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Last Name

First Name

Middle Initial

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Member ID

Gender:  Female  Male

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DOB

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Home Email

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Home Address

Street/City/State/Zip

(\_\_\_\_)\_\_\_\_  
Phone

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School District

Street/City/State/Zip

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Building/Worksite

(\_\_\_\_)\_\_\_\_  
Phone

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Work Address

Street/City/State/Zip

(\_\_\_\_)\_\_\_\_  
Fax

Are you currently employed as an Instructional Paraprofessional?

Yes  No

If yes, this is not the appropriate application form.

Have you successfully completed all the credits needed for a general ESP certificate?

Yes  No

If you are unsure about the number of hours you have completed in the ESP Certificate Program, you may contact the Michigan ESP Center for Professional Learning to request a transcript or a worksheet. A transcript will show you the specific curriculum sessions that you have taken. A worksheet will tally the number of hours that you have earned in each of the required curriculum areas and tell you how many credits you have left to earn in order to qualify for the certificate.

You may contact the Michigan ESP Center for Professional Learning at P.O. Box 2573, East Lansing, MI 48826-2573. Or by calling 517-333-6260.