

Certification Education Students Most Frequently Asked Questions

Q. What happens when I finish my student teaching as far as paperwork goes?

A. If you have completed all of your requirements and do not have paid your account in full an official transcript will be sent to the Maine Department of Education for certification. An official transcript will also be sent to your province by us or in a sealed envelope to you to be included in your application for certification to your province if that is the process they require.

Q. If I take a course somewhere else how do I notify you when it is completed?

A. Have a transcript (not a grade report) sent directly to Carol Gordon so that she is aware that you have completed it.

Q. My province needs a letter of standing from UMPI. How do I go about getting that?

A. **UMPI does not** issue the letter of standing. It comes from the Maine Department of Education and will go directly to the certification office or in a sealed envelope to you to be included in your application for certification to your province if that is the process they require.

Q. My province needs a copy of my certification. How do I get that?

A. You will receive a certification card from the Maine Department of Education that indicates the area of your certification endorsement. You will have to photocopy that and forward it to your provincial certification office.

Q. How long does it take to become certified?

A. The Department of Education will tell you it takes 4-6 weeks for certification. We have found that to vary from 2 weeks to 12 weeks.

Be Sure That You Have:

- provided UMPI with an official transcript that indicates that your first degree was granted.
- applied to the Maine Department of Education for certification with the paperwork that was provided for you by the Teacher Certification office. Note: The reply from the MDE will come to Carol at UMPI and then be forwarded to you.
- signed the form with the request for verification of certification. This results in your “letter of standing” for your province.
- made sure the address you put on the same form is one that is not likely to change (parents, etc.).
- signed the form that allows our registrar to give 2 copies of your transcripts to Carol once your degree has been granted. One will be sent to the MDE and the other to your province.
- checked with us before you take any course that is required to complete program requirements so that you don’t take a course and end up with something that is not acceptable.