



## **Application for State of Michigan Department of Education Visual Impairment Consortium for Teacher Preparation (VICTP) Endorsement**

Please type or print the following information:

Name: \_\_\_\_\_ Last four digits of your Social Security # \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Fax: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Email: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Any candidate eligible to receive the Visual Impairment Endorsement must fill out the above information and submit the following documents:

- An official transcript(s) from each institution that coursework was taken for the Visual Impairment (VI) Endorsement. (Request each university to send the transcript directly to the Michigan Department of Education at the address below)
- A completed Plan of Study with each course initialed by Western Michigan University advisor. (Please note that transfer courses will only be accepted if accompanied by official transcript(s) and a signed course equivalency petition).

Send the required documents to:

Dana Billings  
Office of Special Education  
Michigan Department of Education  
P.O. Box 30008  
Lansing, MI 48909

This endorsement will not be issued until the student has taken and passed the MTTC –VI, applied and made payment through the Michigan Online Educator Certification System (MOECS) and all required documentation has been received and approved by the Office of Special Education and the Office of Professional Preparation Services (OPPS).

MOECS link:

[http://www.michigan.gov/mde/0,1607,7-140-6530\\_5683\\_57223---,00.html](http://www.michigan.gov/mde/0,1607,7-140-6530_5683_57223---,00.html)