



SAPC Letter of Application

Date: _____

Daniel Pappas, Executive Director
Michigan Institute for Educational Management
1001 Centennial Way, Suite 300
Lansing, MI 48917-9279

Dear Mr. Pappas:

This is to inform you of my desire to enroll in the MIEM School Administrative Professional Certification Program. I understand that I must complete 13 classes of learning within three years of beginning the program and at least two classes of MIEM SAPC curriculum must be taken through MIEM trainings. I also understand that I can apply years of experience if I have six or more years of service in a school administrative support position. I agree to commit myself to pursue continuous improvement and the highest ethical standards of my profession.

I also understand that there is a \$60 application fee that is due at any time during the next 3 years upon receipt of the Letter of Application. If I choose, I may pay the fee now with the following information:

Yours Truly,

Name (typed or printed) _____

Title _____

School District _____

Street Address _____

City/State/Zip _____

Phone# _____ Fax# _____

E-mail _____

Payment Information

Enclosed check made payable to MIEM

Please charge my: Visa MasterCard

Print name of cardholder _____

Card# _____ Exp.Date _____

Signature _____

Please send application to:

MIEM, Attn: Courtney Byam
 1001 Centennial Way, Ste. 300
 Lansing, MI 48917
 or fax to: 517/327-0771

