



# 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:

- Enclosed check made payable to MIEM  
 Please charge my:     Visa     MasterCard

Print name of cardholder \_\_\_\_\_

Card# \_\_\_\_\_ Exp.Date \_\_\_\_\_

Signature \_\_\_\_\_

Yours Truly,

Name (typed or printed) \_\_\_\_\_

Title \_\_\_\_\_

School District \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

E-mail \_\_\_\_\_

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

MIEM

