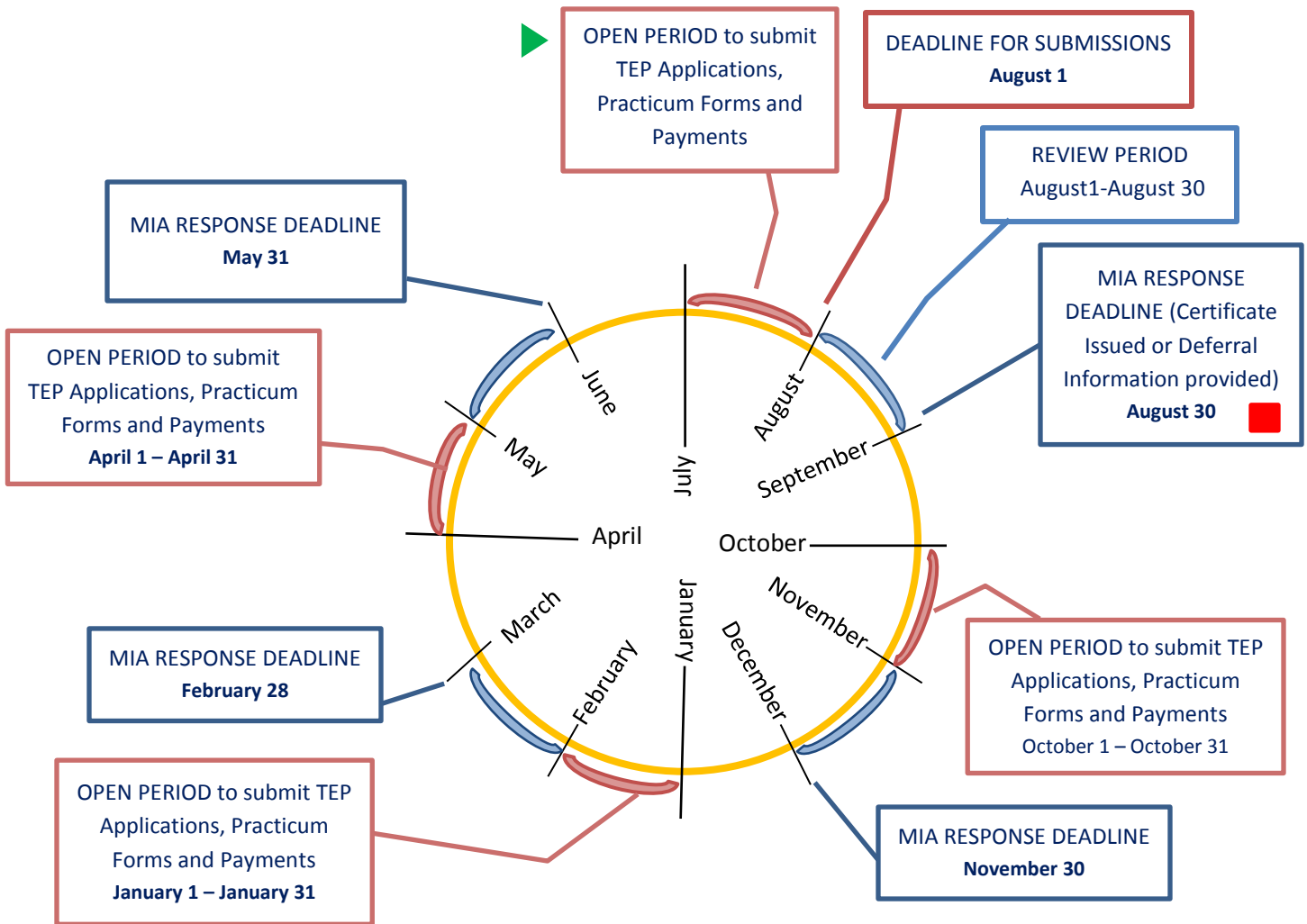




MIA's Cycle for Application Processing:



Teacher Education Programs (TEPs) and Practicum Site forms shall be reviewed on a quarterly basis.

TEPs and Practicum Site schools shall submit these documents and payment by August 1, November 1, February 1, or May 1.

All approved applicants will be issued certificates no later than August 30, November 30, February 28, and May 31 respectively. Shipment to the TEP will occur within the first week of the following month.

If an application is not approved, application will be returned to the applicant with an explanation of the denial. Applicant may reapply at the next quarterly open period.

Certifications shall be valid from the issuing period, wherever that occurs in the year (ie: application was submitted for the Review Period beginning on August 1, so Certification is valid August 1, 2017 – August 30, 2018).

Note from Membership: TEP Membership corresponds with certificate validity dates. For Teachers, membership commences immediately and is valid for the remainder of that membership year (June 30).