

**APPLICATION FOR CERTIFICATION**

**Please read the following warnings and instructions before proceeding:**

- Falsifying information on your application will result in your exclusion from the certification program.
- Your chief judge must authorize and sign your application for CEO certification.
- Applications will not be processed unless all requested information is provided. Please fill in all blanks.
- Send completed applications, documentation, and, if you hold no other current certifications, a \$60 check or money order payable to the "State of Michigan" to: **Certification, PO Box 30048, Lansing, MI 48909.**

**IDENTIFYING INFORMATION**

I am currently a certified  CER.  CEO.  CSR.  CSMR. My certification number is \_\_\_\_\_ .  
 I have taken a certification exam prior to 2017.

Temporary certification number (if applicable) \_\_\_\_\_ Type of equipment used \_\_\_\_\_

Date of birth \_\_\_\_\_ Area code and telephone no. \_\_\_\_\_ Length of service with employer \_\_\_\_\_

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_ Name of employer, business, or court \_\_\_\_\_

Residence address \_\_\_\_\_ Employer address \_\_\_\_\_

City, state, and zip \_\_\_\_\_ City, county, and zip \_\_\_\_\_

E-mail address \_\_\_\_\_ Area code and telephone no. \_\_\_\_\_ Area code and FAX no. \_\_\_\_\_

Have you been convicted of a felony?  Yes  No  
 a. If yes, specify your conviction date below. If no, continue to next section.  
 b. Are you on probation or parole?  Yes  No  
 If no, specify the date you were released from jail/prison or discharged from probation/parole.  
 If yes, specify the date your jail/prison sentence or term of probation/parole expires.

Date(s) (if applicable) \_\_\_\_\_

**REQUIRED DOCUMENTATION**

I completed the required course of study on \_\_\_\_\_ . (Attach documentation.)  
 Date  
 I passed the  CER  CEO  CSR  CSMR examination on \_\_\_\_\_ . (Attach documentation.)  
 Date

\_\_\_\_\_ Date \_\_\_\_\_ Applicant's signature

**CHIEF JUDGE AUTHORIZATION REQUIRED FOR CEO CERTIFICATION**

**Note:** A CEO certification can only be issued to court employees and must be authorized by the chief judge of the court.

As the chief judge of the \_\_\_\_\_ Court, I authorize the employee named above to receive certification as an electronic operator (CEO).

\_\_\_\_\_ Date \_\_\_\_\_ Chief judge's signature

\_\_\_\_\_ Chief judge's name (type or print)