



# APPLICATION DIRECTIONS

Candidates seeking to enroll in the MASSP Path to Leadership program should utilize the following steps to ensure that all application materials are correctly completed and submitted.

- 1. Purchase the application module and create a username and password in Michigan Virtual's Professional Learning Portal (plp.mivu.org).** If you have an existing account, **do not** create a new one.
- 2. Access the Application module** in the Professional Learning Portal:
  - A) Use the link provided** to access the Google Form-Application.
  - B) Upload a current resume** in PDF format and copy job description/duties, if possible, by the required application deadline. Please note, this information must be updated and current.
  - C) Order official graduate and undergraduate transcripts** from each college/university sent to  
MASSP, attn: Tammy Jackson, 1001 Centennial Way, Suite 100, Lansing, MI 48917 or via direct e-mail from the institution-  
[tammy@michiganprincipals.org](mailto:tammy@michiganprincipals.org).
- 3. Plan to attend the mandatory program orientation session** as listed on the Cohort Calendar. The orientation is an online meeting.
- 4. Each applicant** will be contacted via e-mail within a week of applying.