



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.michiganvirtual.org).** If you have an existing account, **do not** create a new one.
- 2. Access the Application module** in the Professional Learning Portal:
 - A) Sign into** your newly created account and select my PLP from the top left menu bar. You will see your courses listed, the application is a course.
 - B) Use the link provided** to access the Google Form-Application.
 - C) Up load** a current Resume in PDF Format and a copy of your job description/ duties if you are in the role of an administrator.
 - D) 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@massp.com.
- 3. Each applicant** will be contacted via e-mail within a week of applying.

**Questions regarding the application process
should be directed to Tammy Jackson by email.**

Tammy@massp.com