

MICHIGAN VOCATIONAL CERTIFICATION CHECKLIST

All the following items are required:

- _____ **Evidence of the appropriate major, minor, license, registry, apprenticeship or MOCAC** in the appropriate CIP code field requested. This must match the work experience and is in addition to the 9 semester hours of CTE . WMU only certifies in the CIP codes attached below.
- _____ **WORK VERIFICATION FORM(S) AND RESUME**
Employer completes the work verification form(s), showing dates of employment, hours per week, and total hours. A description of the work **is** required. Go to www.wmich.edu and search for “vocational work experience” for the appropriate form. Each verification form must be notarized and reviewed and signed off by a vocational expert that field. (Contact the CTE department at 269-387-3704.)
- _____ **BACHELOR’S DEGREE** (Proof of the degree should be on the official transcript requested above.) Not Required if you have a bachelor’s degree or higher from WMU.
- _____ **COMPLETION OF 9 CREDIT-HOURS OF WMU CAREER/TECHNICAL EDUCATION COURSES** (Contact the CTE department for course approval at 269-387-3704.) Candidates in the CTE Master’s leading to an initial Provisional certificate must completed the approved 27 hours.*
- _____ **SCORE REPORTS SHOWING SUCCESSFUL COMPLETION OF:**
- 1) **MICHIGAN TEST FOR TEACHER CERTIFICATION (MTTC) PROFESSIONAL READINESS EXAM** (previously Basic Skills): www.mttc.nesinc.com
 - 2) **MTTC SUBJECT EXAM.** (For example: business, marketing, or family & consumer sciences; effective 7/26/10 the health test is not required for a health-related CIP code.) If you hold a Michigan provisional certificate issued prior to testing, you will also need the Professional Readiness Exam: www.mttc.nesinc.com
- _____ **CHILD/ADULT CPR AND FIRST AID**
All candidates for initial Michigan teacher certification must verify they are currently certified in first aid and CPR by the American Red Cross, American Heart Association, American Safety and Health Institute, Emergency Care and Safety Institute, Medic First Aid and/or National Safety Council. If this Interim Occupational Certificate will be your **first** Michigan teaching certificate, copies of your valid First Aid and CPR cards must be attached to your application. **No online courses, but hybrid courses may be accepted.**
- _____ **TRANSCRIPTS OF ACADEMIC WORK**
Request that each institution attended since high school send an official transcript directly to the Vocational Coordinator (see address above), except the Western Michigan University transcript.
- _____ **MICHIGAN TEACHING CERTIFICATE** (*If teacher certified, send a copy of your Michigan certificate.*)
- _____ **APPLICATION FOR INTERIM OCCUPATIONAL CERTIFICATE (& Provisional* if appropriate.)**
The initial certificate, called the **Interim Occupational Certificate**, is valid for 5¼ to 6¼ years, depending on the date of issuance. To renew and progress to the next level certificate, the **Occupational Education** Certificate, candidates must **1)** teach for three years under the validity of the Interim Occupational Certificate, and **2)** complete 9 semester-hours of “vocationally approved” course work in a planned program **after** the issuance of the initial interim occupational (or hold an approved master’s degree.)

GENERAL INFORMATION

1. A four-year college/university degree.
2. A major or minor in a vocational / technical subject taught at the secondary level.
 - a. Appropriateness of courses will be determined through analysis of official transcripts.
 - b. Minor consists of a minimum of 20 appropriate credit hours; major requires a minimum of 30 appropriate credit hours.
3. Approved work experience that is notarized, along with an up-to-date resume. Notarized statements from employer(s) verifying 4,000 hours of appropriate work experience.
 - a. Work experience must be in a **non-teaching** job function.
 - b. Work experience must not be over 6 years old at the time certification is requested.
4. Completion of 9 credit hours of WMU Career/Technical Education courses. Recommended courses: CTE 5100 Special Pops-CTE, CTE 5120 Principles of CTE, CTE 5130 Tchg. Methods, or CTE 5420.
5. Passage of the MTTC Basic Skills Tests AND MTTC subject exam (if appropriate).
6. Certification by the American Red Cross, American Heart Association, Emergency Care & Safety Institut, Medic First Aid and/or American Safety and Health Institute in child/adult CPR and first aid. (Certification must be valid at the time you are *recommended* for the Interim Occupational Certificate.)

Procedure to apply for an interim occupational certificate once all requirements have been completed:

1. Contact Teacher Certification to request instructions regarding how to apply online using the MOECS system for the interim occupational. (269) 387-3473.
2. Request that **official transcripts from all institutions** attended since high school be sent to: Academic Records Office, Western Michigan University, 1903 W Michigan Ave, Kalamazoo, MI 49008.

The Department of Education currently bills \$160.00 for the initial interim occupational certificate once your application is approved by WMU in the MOECS system.

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To **renew and progress to the next level certificate**, called the **Occupational Education** Certificate, candidates must **1)** teach for three years under the validity of the Interim Occupational Certificate, and **2)** complete 6 semester-hours of vocationally approved course work in a planned program (or 180 hours of SCHECHs) and **3)** complete the diagnostic reading law in Michigan.

Teachers who *also* hold the Michigan Secondary Provisional Certificate must complete 6 semester-hours in a planned program of study of vocationally approved course work, to progress to the Professional and Occupational Certificates and must meet the diagnostic reading law in Michigan.

The Occupational Certificate (and Professional Certificate) must be renewed every 5 years by taking either 6 semester-hours of “appropriate” course work and/or 180 State Continuing Education Clock Hours (SCHECHs). These are approved in-service/workshop/professional credits equivalent to college semester credit hours when used for Professional Certificate renewal, and/or Occupational Education Certificate renewal. Apply directly to the Michigan Department of Education (MDE). Applications are available online via the MOECS system.

EFFECTIVE 9/1/2013, the MDE requires an approved “diagnostic reading class” to progress to the Michigan Occupational certificate. At WMU that class is LS 5160 Professional Symposium in Reading.