

# TEACHER CERTIFICATION STATE OF MICHIGAN

In order to teach professionally in the State of Michigan, individuals must be certified and approved by the State Department of Education. Provisional certificates are granted to initial applicants, while Professional Certificates are granted only after completing three years of professional teaching experience and an 18-semester hour planned program of course work.

## MICHIGAN TEST FOR TEACHER CERTIFICATION SUBJECT AREA TESTS IN MAJOR/MINOR AREAS OF STUDY

### SECONDARY EDUCATION

In order to be certified by the State of Michigan, all students will be required to pass subject area tests in the major and minor areas of study. It is recommended that a student enroll for these tests prior to certification. Most major/minor coursework should be completed. Objectives for all tests and sample test questions are available on-line at [www.mttc.nesinc.com](http://www.mttc.nesinc.com).

**Responsibility for registration and taking the tests rests with the student. Failure to pass or to take the tests in a timely manner will result in the delay of the certification process.**

### ELEMENTARY EDUCATION

Students who elect to pursue an elementary teaching certificate will have two options when taking the subject area tests. Although an elementary certificate technically allows an individual to teach at both the elementary (self-contained) and middle school (major/minor areas) levels, the student wishing to do so would need to take and pass both the major/minor subject area tests as well as the Elementary Education Test. This does not apply, however, to the liberal arts planned program (substantive) minor.

The following options apply only to students seeking elementary certification:

#### Students Taking & Passing....

#### Will Be Able to Teach....

- |  |  |
|--|--|
| 1. Only the Elementary Education Test.   | 1. At the elementary level only, K-5 (K-8 self-contained).   |
| 2. Both the Elementary Education test <u>and</u> the major/minor subject area tests. | 2. At the elementary and middle school levels, K-5 all subjects (K-8 self-contained), major/minor areas 6-8. |

In response to the No Child Left Behind (NCLB) legislation, the student who takes and passes the Elementary Education Test and the major/minor subject area tests will have the greatest flexibility in securing a teaching position.

## PROCEDURES FOR APPLICATION

1. For Elementary Certification, the student must complete a:
  - a) 30-credit hour major or 36-38 credit hour group (composite) major
  - b) 20-credit hour minor or 24-26 credit hour group (composite) minor or a 20-credit hour planned program (substantive) minor
  - c) 37-credit hour professional education sequence
  - d) Bachelor's degree
  - e) Passing score on Michigan Test for Teacher Certification (MTTC) - Basic Skills Test
  - f) Passing score on MTTC Elementary Education Test. Subject area test(s) is optional. (Scores are valid for 5 years.)
  - g) 2.5 or higher GPA in major, minor, and professional education areas
  - h) Grade of C+ or better in all Level 2 and Level 3 education coursework (including student teaching)
  - i) CPR (Adult and Infant) and First Aid certification **(must be valid at the time of application for Michigan Provisional Certificate)**
  
2. For Secondary Certification, the student must complete a:
  - a) 30-credit hour major or 36-38 credit hour group (composite) major
  - b) 20-credit hour minor or 24-26 credit hour group (composite) minor in social studies or natural science (NOTE: K-12 music majors and visual art majors do NOT need to have an academic minor for certification)
  - c) 33-35-credit hour professional education sequence
  - d) Bachelor's degree
  - e) Passing score on Michigan Test for Teacher Certification (MTTC) - Basic Skills Test
  - f) Passing scores on MTTC subject area tests for major and minor areas of study
  - g) 2.5 or higher GPA in major, minor, and professional education areas
  - h) Grade of C+ or better in all Level 2 and Level 3 education coursework (including student teaching)
  - i) CPR/First Aid course or certification **(must be valid at the time of application for Michigan Provisional Certificate)**

## ISSUANCE DATES

Certificates are applied for following graduation and completion of certification requirements unless otherwise requested by the individual. We strongly encourage our teacher education candidates to request that the Hope College Education Department recommend them for the initial teaching certificate at the completion of their teacher education program. However, individuals may choose to withhold certification because of graduate school, travel, mission work, relocation out of state, etc. If the choice is made to withhold certification, the following will apply.

1. If a qualified person makes application to Hope College for provisional certification **within the first five years** after completion of the teacher education program, any new requirements made by the Michigan Department of Education since that time will need to be met. It will be left to the discretion of the Director of Certification whether or not new requirements made by the Hope College Education Department will need to be met before being recommended for a teaching certificate.
2. If a qualified person makes application to Hope College for provisional certification **after five years** from completion of the teacher education program, all new requirements made by either the Michigan Department of Education and/or the Hope College Education Department must be met, including re-taking the MTTC exams which expire five years after the test date as well as re-certification in CPR (Adult and Infant) and First Aid.

Some teaching settings (e.g. - overseas, private school) do not require certification. This teaching experience, however, will not count toward the teaching requirement for the Professional Certificate if the student has chosen to withhold certification.

A criminal records check may be conducted by ISD's or other Educational agencies including the Michigan State Department of Education.

**A certification fee of \$125.00 will be billed to the applicant directly by the State Department of Education at the time of application for a Provisional Certificate. The certification process takes two to four weeks.**

**NOTE: A teaching certificate may be denied by the MDE OR take several additional weeks to process for an individual who has been convicted of more than one misdemeanor or a felony.**

All certificates are valid for six years and expire on June 30th of the expiration year listed on the certificate.

### PROVISIONAL CERTIFICATE

#### Elementary Certificate:

- 1) Valid for six years
- 2) Qualified to teach:
  - i) all subjects; K-8 all subjects in self-contained classroom (must take and pass elementary test)
  - ii) grades 6-8 in subject area majors and minors in departmentalized rooms (must take and pass subject area test(s))

#### Secondary Certificate:

- 1) Valid for six years
- 2) Qualified to teach: 6-12 in subject area majors and minors (must take and pass subject area major and minor tests)

## CERTIFICATE ENDORSEMENTS

### Elementary Teaching Certificate with K-12 Endorsement:

- 1) Major: dance
- 2) Qualified to teach:
  - i) all subjects; K-8 all subjects in a self-contained classroom
  - ii) dance, K-12

### Secondary Teaching Certificate with K-12 Endorsement:

- 1) Majors include: visual arts, music (vocal or instrumental), kinesiology (physical education) or dance
- 2) Qualified to teach:
  - i) major areas listed above, grades K-12
  - ii) minor areas, 6-12 (no minor is required for visual arts or music majors)

### Special Education Endorsement:

- 1) Learning Disabilities K-12; K-5 all subjects; and K-8 all subjects in a self-contained classroom
- 2) Emotionally Impaired K-12; K-5 all subjects; and K-8 all subjects in a self-contained classroom

### Additional Endorsements:

The holder of a Provisional or Professional Certificate may qualify for an additional endorsement by completing a planned program with a sponsoring college or university with a minimum of 18 semester hours in general elementary education or 20-24 hours in an area appropriate to the secondary level and by taking and passing the Michigan Test for Teacher Certification in the new subject area of study.

## PROFESSIONAL CERTIFICATE

A teacher will be eligible for a five-year Professional Certificate when he/she has completed the following requirements:

- 1) Three successful years of teaching experience since receiving the provisional certificate.  
NOTE: Substitute teaching will count toward the three years of teaching with the following stipulations:
  - a) the applicant teaches at least 2 1/2 hours in a day to count it as a full day of teaching,
  - b) one-hundred fifty (150) days of substitute teaching is equivalent to one full year of teaching,
  - c) substitute teaching in the major or minor areas only at the secondary level is required in order to count toward the three-year teaching requirement.

- 2) An 18-semester hour planned program of study. These hours can be taken in the major, minor, professional education, or a new certification area. The planned program must be approved by a sponsoring institution. Coursework (300 level or above) must be taken from a four-year teacher education approved institution. (Credit will not be accepted from a community college.) The hours may or may not be for graduate credit.
  - a) The student may identify with any teacher education institution in Michigan, including Hope College, as the sponsoring institution for the Professional Certificate. Procedures will be determined by each institution.
  - b) Students who identify Hope College must plan a program with definable goals and have this program approved by the Director of Certification.
- 3) As of July 1, 2007, an additional three hours of reading beyond the requirements at the undergraduate level will be required for all elementary and secondary certificate holders as part of the planned program for the Professional Certificate, including the renewal of the Provisional Certificate.

A certification fee of \$125.00 will be billed to the applicant directly by the State Department of Education at the time of application for a Professional Certificate.

The Professional Certificate is valid for five years from date of issuance.

### CERTIFICATE RENEWAL AND REINSTATEMENT

If a provisionally certificated teacher does not qualify for the Professional Certificate within the six-year period, a three-year renewal may be granted with the completion of 10-semester hours of credit since issuance of the Provisional Certificate or an earned masters or doctoral degree. A second, three-year renewal may be granted with the completion of 18-semester hours of credit.

As of July 1, 2007, an additional three hours of reading beyond the requirements at the undergraduate level will be required for all elementary and secondary certificate holders as part of the planned program for the renewal of the Provisional Certificate.

As of July 1, 1992, all persons issued a Professional Certificate will be required to renew that certificate every five years on the basis of 6-semester hours of academic credit from an approved teacher preparation institution or 18 Continuing Education Units (CEU's) which have been granted by programs approved by the State Board of Education. Application forms for the Professional Certificate are available from your school district (not through the colleges or universities) and are to be submitted directly to the State Department of Education. A professional fee of \$125.00 will be billed to the applicant by the State Department of Education at the time of application for a renewal of the Professional Certificate.

### RECIPROCITY WITH OTHER STATES

The Michigan Department of Education maintains reciprocity agreements with many other states. Check with the Hope College Director of Certification or the appropriate State Department of Education for details.