Teacher Certification Information Handbook

Post Bachelor & Master of Arts in Teaching Initial Certification Programs

College of Education • Division of Teacher Education

The Effective Urban Educator: Reflective, Innovative, and Committed to Diversity
Dear Prospective Educator:

Thank you for your interest in the College of Education’s Teacher Education program. The college theme, "The Effective Urban Educator: Reflective, Innovative and Committed to Diversity," reflects the mission of the college and is the driving force of our commitment to excellence in education and to inclusion and social justice. Our exemplary Teacher Education programs provide knowledge in the comprehensive majors/minors and research based pedagogical preparation.

Upon admission, you will be assigned an academic advisor who will serve as your advocate and guide. Throughout your course of study, nationally renowned faculty will instruct you on how to become an effective, urban educator. This booklet provides information on the various Teacher Education programs and the process to get started. Should you have any questions, please do not hesitate to ask!

Sincerely,

Kathleen Crawford-McKinney
Assistant Dean
Teacher Education Division

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Elementary Majors and Minors
Career Services  
1001 Faculty and Administration Building  
(313) 577-3390  
Library  http://www.careerservices.wayne.edu

Educational Placement Services  
www.eas.wayne.edu  489 College of Education  
5425 Gullen Mall  
(313) 577-1605  
Warren  http://www.coe.wayne.edu/AS/Placement.html  
(313) 577-1851

Education Technology Center  
114 College of Education  
5425 Gullen Mall  
(313) 577-1840  
http://coe.wayne.edu/etc/index.php

English Language Institute  
351 Manoogian  
(313) 577-2729  
http://www.eli.wayne.edu/

Services  
1900 Academic/Administration Building  
(313) 577-3400  
http://www.testing.wayne.edu

University Admissions  
Undergraduate  
The Welcome Center  5057 Woodward Ave. 42 West Warren  
(313) 577-3577  
Graduate  
Suite 6305  
(313) 577-2170

Math Resource Center  
1198 Faculty/Admin. Bldg.  
(313) 577-7536  
FAX  (313) 577-2903  
www.admissions.wayne.edu  http://www.clas.wayne.edu/math/  
(313) 577-3195

Purdy Kresge Graduate Library  
5244 Gullen Mall  
(313) 577-4042  
http://www.lib.wayne.edu

Writing Center  
Undergraduate Library, Room 2310  
(313) 577-2544  
http://www.clas.wayne.edu/writing/
TRANSCRIPTS FROM FOREIGN INSTITUTIONS

If your transcript is from a foreign institution or if you attended a Canadian institution and your transcript is not in English, please contact one of the following agencies and request a course-by-course evaluation of your transcript:

<table>
<thead>
<tr>
<th>World Education Services</th>
<th>Educational Credential Evaluators, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bowling Green Station</td>
<td>P.O. Box 514070</td>
</tr>
<tr>
<td>P.O. Box 5087</td>
<td>Milwaukee, WI 53203-3470</td>
</tr>
<tr>
<td>New York, NY 10274-5087</td>
<td>(414) 289-3400</td>
</tr>
<tr>
<td>(212) 966-6311</td>
<td>(414) 289-3411 FAX</td>
</tr>
<tr>
<td>(212) 739-6100 FAX</td>
<td><a href="http://www.ece.org">http://www.ece.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="http://www.wes.org">http://www.wes.org</a></td>
</tr>
</tbody>
</table>

After your records have been evaluated by one of the above agencies, you may submit the request for a transcript evaluation.

CERTIFICATION FROM ANOTHER STATE OR COUNTRY

If you are a certified teacher in another state or in another country, please contact the Michigan Department of Education at (517) 373-3310 or http://www.michigan.gov/mde.

STATE OF MICHIGAN RELEVANT LEGISLATION

PUBLIC ACT 335 of 1993 Sec. 1531b.

Applicants to the teacher certification program must demonstrate successful group work with children. Documentation of this group work is required to enter the Teacher Certification Program. A total of 40
hours of successful group work with children is required. The State defines a group as three (3) or more children (not your own) between the ages of 3 and 18. Students are reminded to find a group work experience that is compatible to the age group they plan to teach. The group work experience needs to be recent (within the last 5 years) at the time of admission to the teacher certification program.

Some examples of group work include: Camp counselor, group tutor, playground director, religious teacher, scout leader, substitute teacher, teacher assistant, team coach or youth leader.

**PUBLIC ACT 18 of 2003 Sec. 1531d.**

This act states that “the superintendent of public instruction shall not issue an initial teaching certificate to a person unless the person presents evidence satisfactory to the superintendent of public instruction that the person...has successfully completed a course approved by the department in first aid and cardiopulmonary resuscitation... and holds valid certification in these topics issued by one of the following organizations:” American Heart Association, American Red Cross, American Safety and Health Institute, Emergency Care and Safety Institute, Lansing Area Safety Council, Medic First Aid or Safety Council of Southeast Michigan.

Students must submit the following documentation to the College of Education when applying for teacher certification (all of the following must be current):

Certification in Adult CPR    Certification in Child CPR    Certification in First Aid  Certification in automated external defibrillation (AED) is recommended, but not required.

**PUBLIC ACT 68 of 1993 Sec. 1230**

This act requires public and non-public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals. Students interested in becoming certified teachers must supply a statewide criminal history check prior to admission to the College of Education and again prior to applying for certification. A criminal history check, by name, without fingerprints may be accessed for a fee at [http://apps.michigan.gov/ICHAT/](http://apps.michigan.gov/ICHAT/).

- Have you ever been convicted of a felony?
- Have you ever been convicted of any other offense?
- Have you ever had a professional license or certification denied, suspended (for cause) or revoked?

Any person seeking admission to a teacher certification program who has been convicted of any offense must provide certified copies of all documents related to his/her conviction, including a “Judgment of Sentence.” This document may be obtained from the court where the matter was adjudicated. In addition, a narrative describing the incident(s) from the applicant’s perspective is required for review by a committee in the College of Education. After review by the College of Education Committee, the applicant will be notified in writing of the Committee’s decision.

State Board of Education Teacher Certificate Code: R 390.1201 Certificates; denial, suspension, or revocation.

(313) The superintendent of public instruction may refuse to grant or renew, or may suspend for a fixed term, or revoke, or may impose reasonable conditions on, a teaching certificate or state board approval granted pursuant to these rules for the following reasons:

(313) Fraud, or material misrepresentation, concealment or omission of fact in the application for, or the use of, a teaching certificate or state board approval.

(b) Conviction of an offense listed in MCL 380.1535a or MCL 380.1539b.
The superintendent of public instruction may refuse to grant or renew a teaching certificate or a state board approval for failure or ineligibility of the applicant to meet the criteria for the applicable certification or state board approval.

PROCEDURE TO SEARCH CRIMINAL HISTORY RECORDS, BY NAME, WITHOUT FINGERPRINTS USING ICHAT:

The search by name is only for criminal convictions that may be on file. Most employment checks are by name only, unless fingerprints are required for licensing or by state law.

1. Go to http://apps.michigan.gov/ICHAT/. Select “Register” from the list of links near the top. You will be required to register by entering a login ID, which must be a valid e-mail address. In addition, you will need to enter a password of your choice along with your name and address. All fields marked with an asterisk (*) are mandatory. The password must be between 6 and 12 characters long, contain both letters and numbers, and is case sensitive.

2. An e-mail message will be sent to the e-mail address entered as your login ID. This message will contain your account activation code and a link to activate your account (you may wish to print this message for your records). If you use the link, the activation of your account is automatic. If you return to the ICHAT website and login, you will need to enter the activation code when prompted.

3. Select “Background Search” from the links on the left. Enter your information: Last Name, First Name, Middle Initial, Race, Sex, Month of Birth, Day of Birth, Year of Birth, and Social Security Number (optional) or Michigan Driver License Number (optional).

4. Once all information has been entered, select the “Submit” button.

5. Your order information will appear in a box on the right. Select the “Checkout” button.

6. Your order appears again and this time you need to check the box next to your name and then select the “Checkout” button.

7. Confirm your billing address and if correct, then select “Next.”

8. Enter your credit card information (American Express, Discover, Master Card, or Visa) and then select the “Order Now” button.

9. Confirmation will appear that your order has been received and your credit card has been approved. Select the “View 7 Day Summary” button (near the bottom of the screen).

10. Your search information will appear again and select the “View Results” button on the right.

11. A warning pop-up prompt appears. Read the prompt and select “okay.”

12. Select the “Printer Friendly Results” link found under your name.

13. Select the “Print” button and print your report.

For further assistance, please e-mail MSP-CRD-ICHATHELP@michigan.gov, or call (517) 241-0606.

ELEMENTARY TEACHING CERTIFICATE
ELEMENTARY CERTIFICATE
The Elementary Teaching Certificate is valid for teaching all subjects grades K-5; and all subjects grades K-8 in a self-contained classroom.

ELEMENTARY EDUCATION PLANNED PROGRAM/COMPREHENSIVE MAJOR
All students who pursue elementary education are required to have completed or will need to complete the following core courses: Economics, World Regional Geography, History of Michigan, US History, World History, American Government, Biological Science, Physical Science, Earth/Space Science, Math for Elementary Teachers I and II, Computer Applications in Teaching, Art in the Elementary Classroom and PE & Health for the Elementary School Teacher.

TEACHING MAJORS AND MINORS
Teacher certification in the State of Michigan requires a minimum number of credits in the subject area that you are preparing to teach. Majors range from 30-43 credits and minors range from 20-31 credits.

Students pursuing Elementary Education must choose one of the following options:

OPTION 1 (CORE SUBJECT OPTION)
Students must complete the Planned Program and one of the following majors. Students will be certified to teach that subject in grades 6-8.

Integrated Science: Group Major (combination of astronomy, biology, chemistry, geology, physics, and science education courses)
Language Arts: Group Major (combination of English and speech)
Mathematics (WSU Mathematics Placement Exam required for courses through Calculus I)
Social Studies: Group Major (combination of economics, geography, history, and political science)

OPTION 2 (COMPREHENSIVE CORE OPTION)
Students must complete the Comprehensive Major and one Student Centered program from below.

Bilingual-Bicultural Education (An endorsement for certification to teach grades K-8 in Bilingual-Bicultural classrooms) (Superior proficiency – speaking, reading, and writing – in a language other than English is required – see page 12 for testing requirements.)
Early Childhood Education (An endorsement for certification to teach Pre-K–K)
English as a Second Language (ESL) (An endorsement to teach English to non-native speakers in grades K-8)
World Languages (Starting with courses at the 3000 level and above in Chinese, French, Spanish, or Italian – see page 12 for testing requirements.) (Certification to teach grades 6-8 in the language, K-12 certification is available)
Special Education (An endorsement to teach in one of four areas – Autism Spectrum Disorder, Cognitive Impairment, Emotional Impairment, Learning Disabilities in grades K-12)

K-12 ENDORSEMENT FOR SPECIAL EDUCATION (MAT PROGRAM ONLY)

If you are interested in teaching in an area in Special Education (i.e., Autism Spectrum
Disorder, Cognitive Impairment, Emotional Impairment, or Learning Disabilities), you may obtain a Special Education endorsement in conjunction with the Masters of Arts in Teaching (MAT) in Elementary Education. You must complete the Elementary Education Comprehensive Major and you should request to have your transcripts evaluated for that major. Students pursuing a Special Education major earn an elementary teaching certificate with an endorsement to teach the major in kindergarten through grade 12 (K-12). An additional minor in a core subject is strongly recommended to enhance marketability and meet federal guidelines for Special Education teachers at the secondary level (see advisor for further information).

SPECIAL EDUCATION PROGRAMS • CONTACT INFORMATION

| MAT Special Education Advisor | Beverly E. Schneider | (313) 577-0902 | ak5383@wayne.edu |

TWO-MINOR OPTION
Students must complete two (2) teaching minors and the Planned Program. Students may choose from the following minors.

- **Bilingual-Bicultural Education (BBE)** *(An endorsement to teach grades K-8 in Bilingual-Bicultural classrooms) (Superior proficiency – speaking, reading, and writing – in a language other than English is required – see page 12 for testing requirements.)*
- **English as a Second Language (ESL)** *(An endorsement to teach English to non-native speakers in grades K-8)*
- **World Languages** *(Starting with courses at the 3000 level and above in Chinese, French, Spanish, or Italian – see page 12 for testing requirements.) (An endorsement to teach grades 6-8 in the language, a K-12 endorsement is available)*
- **Integrated Science** *(combination of astronomy, biology, chemistry, geology, physics, and science education courses)*
- **Language Arts** *(combination of English and speech)*
- **Mathematics** *(WSU Mathematics Placement Exam required for courses through Calculus I)*

ADDITIONAL MINORS/ENDORSEMENTS
You have the option of selecting an additional teaching minor or endorsement. Those interested in teaching at the middle school level are strongly recommended to select an additional teaching minor or endorsement. It is common for middle school teachers to provide instruction in two subject areas.

- **Bilingual-Bicultural Education (BBE)** *(An endorsement to teach grades K-8 in Bilingual-Bicultural classrooms) (Superior proficiency – speaking, reading, and writing – in a language other than English is required – see page 12 for testing requirements.)*
- **English as a Second Language (ESL)** *(An endorsement to teach English to non-native speakers in grades K-8)*
- **World Languages** *(Starting with courses at the 3000 level and above in Chinese, French, Spanish, or Italian – see page 12 for testing requirements.) (An endorsement to teach grades 6-8 in the language, a K-12 endorsement is available)*
Health (can only be selected as an additional endorsement and not for initial certification)
Integrated Science (combination of astronomy, biology, chemistry, geology, physics, and science education courses)
Kinesiology Pedagogy / Physical Education (can only be selected as an additional endorsement and not for initial certification)
Language Arts (combination of English and speech)
Mathematics (WSU Mathematics Placement Exam required for courses through Calculus I)
Middle Level Professional Specialization (5-9): (An endorsement that allows you to teach your major/minor through grade 9).

SECONDARY TEACHING CERTIFICATE

SECONDARY CERTIFICATE
The Secondary Teaching Certificate is valid for teaching majors and minors in grades 6-12. Students must select the minimum of one major and one minor.

TEACHING MAJORS AND MINORS
Teacher certification in the State of Michigan requires a minimum number of credits in the subject area that you are preparing to teach. Majors range from 30-61 credits and minors range from 20-37 credits.

MAJORS
English (does not include first and second composition course)
World Languages (starting with courses at the 3000 level and above in Chinese, French, German, Italian, Russian or Spanish – see page 12 for testing requirements). English is strongly recommended as a minor.
Health Education
Industrial Technology (select only if degree/major in Industrial Technology or related field is complete)
Kinesiology Pedagogy / Physical Education
Mathematics (WSU Mathematics Placement Exam required for courses through Calculus I)
Science: Single Subject (biology, chemistry, Earth/space or physics)
Integrated Science: Comprehensive Major (combination of astronomy, biology, chemistry, geology and physics)
Social Studies: Group Major (combination of economics, geography, history and political science)
Social Studies: Comprehensive Major (combination of economics, geography, history and political science). A minor is not required with the Comprehensive Major.
Social Studies: Single Subject (economics, history or political science)
Speech
Career & Technical Education (CTE): Business, Management, Marketing, & Technology; Marketing Education; Health Occupations; and Trade & Industry. (See CTE information on page 13-15 for additional information and requirements)

MINORS
Bilingual-Bicultural Education (BBE) (Superior proficiency – speaking, reading, and writing – in a language other than English is required – see page 12 for testing requirements.)
English (does not include first and second composition course)
English as a Second Language (ESL) (English major is recommended)
World Languages (starting with courses at the 3000 level and above in Chinese, French, German, Italian, Russian or Spanish – see page 12 for testing requirements)

Health Education
Kinesiology Pedagogy/Physical Education
Mathematics (WSU Mathematics Placement Exam required for courses through Calculus I)

Science: Single Subject (biology, chemistry, Earth/space or physics) Social Studies: Single Subject (economics, history or political science) Speech

MIDDLE LEVEL PROFESSIONAL SPECIALIZATION (5-9):
Attached to a secondary certificate, this endorsement allows you to teach your major/minor in grade 5.

SECONDARY K-12 MAJORS

Students enrolling in these programs earn a secondary teaching certificate with an endorsement to teach these majors in kindergarten through grade 12 (K-12). See page 12 for World Languages K-12 Major.

DANCE EDUCATION (POST BACHELOR CERTIFICATION ONLY)
Valid for teaching in grades K-12. Dance Education is not available as a teaching minor and does not require a teaching minor.

KINESIOLOGY PEDAGOGY/PHYSICAL EDUCATION
Valid for teaching in grades K–12. The Kinesiology Pedagogy major requires a secondary teaching minor.

MUSIC EDUCATION (POST BACHELOR CERTIFICATION ONLY)
Valid for teaching in grades K-12. Music Education is not available as a teaching minor and does not require a teaching minor.

VISUAL ARTS EDUCATION
Valid for teaching in grades K-12. Visual Arts Education is not available as a teaching minor and does not require a teaching minor.

K-12 CERTIFICATION PROGRAMS • CONTACT INFORMATION

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>ADVISOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dance Education*</td>
<td>Ms. Eva Powers 3226 Old Main</td>
</tr>
<tr>
<td></td>
<td>(313) 577-6155</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ad2016@wayne.edu">ad2016@wayne.edu</a></td>
</tr>
<tr>
<td>Kinesiology Pedagogy (Physical Education)</td>
<td>Dr. Suzanna Dillon 2150 Faculty Administration Building (313) 577-9847 <a href="mailto:ar8670@wayne.edu">ar8670@wayne.edu</a></td>
</tr>
<tr>
<td>Field</td>
<td>Contact Information</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Music Education [instrumental]*</td>
<td>Dr. Wendy Matthews 2389 Old Main (313) 577-2674 <a href="mailto:wendy.matthews@wayne.edu">wendy.matthews@wayne.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Music Education [vocal]*</td>
<td>Dr. Abigail Butler 2390 Old Main (313) 577-2673 <a href="mailto:ag7752@wayne.edu">ag7752@wayne.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Arts Education</td>
<td>Dr. James Brown Teacher Education Division (313) 577-0902 <a href="mailto:ap7377@wayne.edu">ap7377@wayne.edu</a></td>
</tr>
</tbody>
</table>

* Dance Education and Music Education are available in the Post Bachelor Certification program only.

**WORLD LANGUAGES K-12 MAJOR**

Attached to either the Elementary or Secondary Teaching Certificate, K-12 Certification is available for students majoring in a world language. Elementary Education students must complete a **MAJOR** in Arabic, Chinese, French, Italian, or Spanish. Secondary Education students must complete a **MAJOR** in Arabic, Chinese, French, German, Italian, Latin, Russian, or Spanish.

In addition to the major coursework, the following courses are required after admission to the Teacher Certification Program:

- LED 6520 Teaching ESL/Foreign Language Methods I
- LED 6530 Teaching ESL/Foreign Language Methods II
- LED 6500 Teaching World Languages in Elem & Middle Sch. III
- EDP 5450 Child Psychology (for Secondary Education students) or EDP 5480 Adolescent Psychology (for Elementary Education students)
- RLL 6700 Second Language Literacy Development K-12

**TESTING REQUIREMENTS FOR BILINGUAL-BICULTURAL & WORLD LANGUAGES**

**BILINGUAL-BICULTURAL EDUCATION (BBE) MINORS**

Effective Winter 2007, prior to admission to the Teacher Certification Program, students must successfully complete the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI) and the Writing Proficiency Test (WPT). Students must score at the Superior level in a non-English language. With advisor approval, please contact Testing and Evaluation at (313) 577-3400 to schedule the tests [http://www.testing.wayne.edu/].

**WORLD LANGUAGES MAJORS & MINORS**
Effective Winter 2007, prior to admission to the Teacher Certification Program, students must successfully complete the American Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI). Students must score at the Advanced Low level in French, German, Italian, or Spanish or at the Intermediate High level in Arabic, Chinese or Russian. Please contact your advisor for more information about this requirement. With your advisor’s approval, contact Testing and Evaluation at (313) 577-3400 to schedule the test (http://www.testing.wayne.edu/).

CAREER & TECHNICAL EDUCATION (CTE)

Students seeking Vocational Certification have two certification options: 1) An Interim Occupational Certificate only or 2) a Secondary Initial Provisional Teaching Certificate and the Interim Occupational Certificate.

1) THE INTERIM OCCUPATIONAL CERTIFICATE (IOC) ONLY FORMERLY THE TEMPORARY VOCATION AUTHORIZATION (TVA)

The Interim Occupational Certificate is only valid for teaching in a State of Michigan reimbursed and approved CTE classroom corresponding to the Vocational Endorsement. Although desirable, a person receiving the Interim Occupational Certificate ONLY is not required to complete a professional teacher preparation program. Under special circumstances, a school district may hire a prospective teacher holding an Interim Occupational Certificate IF no certified teacher is available. The Interim Occupational Certificate requires completion of a CTE major (see below) and all of the requirements listed under Vocational Certification on page 14.

a) Business, Management, Marketing & Technology (BMMT)
b) Marketing Education
c) Health Occupations
d) Trade & Industry

2) THE SECONDARY INITIAL PROVISIONAL TEACHING CERTIFICATE WITH A CTE MAJOR AND THE INTERIM OCCUPATIONAL CERTIFICATE (IOC)

The Secondary Initial Provisional Teaching Certificate with the Interim Occupational Certificate is valid for teaching in the academic major and/or minor in grades 6-12 and in a State of Michigan reimbursed and approved CTE classroom corresponding to the Vocational Endorsement. The Secondary Initial Provisional Teaching Certificate with the Interim Occupational Certificate requires completion of a CTE major, a minor or a second academic major as indicated below, a professional teacher preparation program and all of the requirements listed under Vocational Certification on page 14. (Please see page 9 for a complete list of Secondary majors and minors.)

a) Business, Management, Marketing & Technology (BMMT)
   1) BMMT as a Group major (minor required)
   2) BMMT as a Comprehensive Major (no minor required)
b) Marketing Education (minor required)
c) Health Occupations (Second Academic Major required)
d) Trade & Industry (Second Academic Major required)
VOCATIONAL CERTIFICATION REQUIREMENTS
( FOR CTE MAJORS ONLY)

The requirements, including those imposed by Wayne State University, for the Interim Occupational Certificate are as follows:

- Bachelor’s degree (can be acquired as part of the certification program)
- Completion of an approved major in a related occupational area (see page 13)
- Two years (4000 hours) of recent and relevant work experience (within the past 5 years) in an occupation. We only accept NOTARIZED Verification of Work forms from the employer(s), which provide a detailed description and other evidence of related work experiences within the past five (5) years. The total hours should meet or exceed 4,000 hours or the equivalence of 104 weeks (2 calendar years) of work related to the occupational area in which you plan to teach.
- Passing all components of the Michigan Test for Teacher Certification Professional Readiness Exam #96
- Passing all components of the Michigan Test for Teacher Certification in the occupational area (if available)
- Successful completion of CTE 5410 and CTE 6993 with a grade of “C” or better.
- First Aid & CPR (Adult and Child) Certification (see page 5)
- Criminal History Check (see page 5-6)

WORK EXPERIENCE GUIDELINES

Two years (4,000 hours) of recent AND relevant work experience shall be required of a candidate for the Interim Occupational Certificate.

- All work experience presented by the candidate must be completed within the five years immediately preceding the application for the Interim Occupational Certificate. All work experience must be acquired in the specific occupational area for which the candidate is seeking certification.
- Full-time and part-time work is allowable in calculating the total number of hours of work experience.
- All work experience shall be wage-earning employment or documented work experience in a family operated business.
• Self-employment is permitted, provided it is adequately documented that the applicant was actively conducting a business.

There are also options for using occupational teaching experience, student teaching and other work related experiences to satisfy the work experience requirements. Please contact the CTE Program coordinator for more information about what is acceptable to substantiate work experiences.

**NOTE:** Volunteer experience is not acceptable for the work experience requirement.

**VOCATIONAL ENDORSEMENTS**

Wayne State University’s College of Educacons is approved by the Michigan Department of Educacon for the following Vocational Endorsements attached to the Interim Occupational Certificate. The Vocational Endorsement corresponds to the student’s CTE major.

1) **Vocational Business Services (VB):**
Business Administration Management and Operations, Finance and Financial Management Services, Information Technology and Marketing, Sales, and Service

2) **Vocational Cosmetology (VE):**
Cosmetology

3) **Vocational Health Sciences (VS):**
Health Sciences

4) **Vocational Hospitality (VZ):**
Personal and Culinary Services

5) **Vocational Law Enforcement/Fire Science (VF):**
Public Safety/Protective Services

6) **Vocational Marketing Education (VM):**
Marketing, Sales, and Service

7) **Vocational Technical (VT):**

8) **Vocational Teacher Cadet (VG):**
Teacher Cadet (not available for initial certification)

**REQUEST A TRANSCRIPT EVALUATION**

Your Request for Transcript Evaluation form must include a major and minor that is on the list
appropriate to either elementary education (see pages 7-8), secondary education (see page 9) or Career and Technical Education (see page 13). Failure to indicate a major and minor will result in your evaluation being returned incomplete.

If you are considering certification at the elementary level, please indicate your minor as the “Planned Program” or “Comprehensive Major” on your Request for Transcript Evaluation form.


**GRADE POINT AVERAGE REQUIREMENTS**

**MASTER of ARTS in TEACHING**
According to Graduate School policy, an applicant for regular admission should have a minimum undergraduate grade-point average of 2.75. Once admitted, a cumulative grade point average of 3.0 must be maintained and is required for the recommendation for certification and degree.
According to Graduate School policy, an applicant may be authorized for qualified admission if the undergraduate grade point average is between 2.50 and 2.74. If seeking qualified admission, there are specific College of Education requirements regarding prerequisite classes. See advisor for details.
Once admitted, a cumulative grade point average of 3.0 must be maintained and is required for the recommendation for certification and degree.

**POST BACHELOR CERTIFICATION**
According to College of Education policy, an applicant for post bachelor certification should have a minimum undergraduate grade point average of 2.5. Once admitted, a cumulative grade point have of 2.5 must be maintained and is required for the recommendation for certification.

**PROCEDURE FOR COMPLETING EDUCATION PREREQUISITE COURSES AT WAYNE STATE UNIVERSITY**

Students who do not hold a degree from Wayne State University, have never taken a course at Wayne State University and needs to take prerequisite coursework for the certification program, must complete an online application for admission as a Post-Bachelor student, http://admissions.wayne.edu/postbachelor/. Select “Post-Bachelor’s – Education” on the application as your field of interest. Proof of degree and all transcripts must be sent to the Undergraduate Admissions Office, Welcome Center.

Wayne State University graduates can file for a change of status at the University Records Office, 5057 Woodward - Suite 5101 Detroit, Michigan 48202. These students should request Post Bachelor status in the College of Education with a major in Pre-Teaching Certification, “PRTC”.

**ADMISSION REQUIREMENTS FOR CERTIFICATION**
PROGRAMS AFTER COMPLETING ALL PREREQUISITE COURSES

<table>
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<tr>
<th>DOCUMENTATION</th>
<th>POST-BACH</th>
<th>MAT</th>
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<tbody>
<tr>
<td>Transcript Evaluation with copies of unofficial transcripts</td>
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<td>• Post Bachelor: Attach to College of Education Application</td>
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<td>• MAT: Attach to Graduate Application and submit to the Office of Graduate</td>
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<td>Admissions with appropriate fee*</td>
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<td>Graduate Admission</td>
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<tr>
<td>Completion of all prerequisite courses</td>
<td>J</td>
<td>J</td>
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<tr>
<td>Professional Personal Statement (Post Bachelor) or Statement of Educational</td>
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<tr>
<td>Objectives (MAT)</td>
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<tr>
<td>A minimum GPA of 2.50</td>
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<tr>
<td>Conditional Admission: B or better in all prerequisite courses</td>
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<tr>
<td>A minimum GPA of 2.75</td>
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<td>J</td>
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<tr>
<td>Conditional Admission: B or better in all prerequisite courses</td>
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<tr>
<td>Documentation of current Negative TB test results within the past three</td>
<td>J</td>
<td>Required for Student</td>
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<tr>
<td>years</td>
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<td>Teaching Application</td>
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<tr>
<td>A passing score on each of the three sections of the Michigan Test for</td>
<td>J</td>
<td>J</td>
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<tr>
<td>Teacher Certification Professional Readiness Exam test #96</td>
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<tr>
<td>A test score reported directly to Wayne State University is required</td>
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<tr>
<td>Verification of successful group work experience with children (three or</td>
<td>J</td>
<td>J</td>
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<tr>
<td>more children between the ages of 3 and 18 for at least 40 hours)</td>
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<tr>
<td>Completed Criminal History Check</td>
<td>J</td>
<td>J</td>
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<tr>
<td>World Language Majors and/or Minors: Attach test results from the American</td>
<td>J</td>
<td>J</td>
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<tr>
<td>Council on the Teaching of Foreign Languages (ACTFL) Oral Proficiency</td>
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<tr>
<td>Interview (OPI)</td>
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<tr>
<td>Bilingual-Bicultural Minors: Attach test results from the American Council</td>
<td>J</td>
<td>J</td>
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<tr>
<td>on the Teaching of Foreign Languages (ACTFL) Oral Proficiency Interview (OPI)</td>
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<tr>
<td>and the Writing Proficiency Test (WPT)</td>
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<tr>
<td>Visual Arts Education Majors: Portfolio Review demonstrating student’s</td>
<td>J</td>
<td>J</td>
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<tr>
<td>competence in art. Please call (313) 577-0490 to make arrangements to drop</td>
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<tr>
<td>off your portfolio in Room 163.3, Art Building.</td>
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</tbody>
</table>

* If you have been admitted to a graduate program and have attended in that status at Wayne State University, you do not need to complete another graduate application. You will need to complete a Change of Major Application, which is available in Room 489 in the College of Education. Please attach all required documentation to the completed Change of Major Application and submit it to Room 489 in the College of Education.

*  

**STEPS TO TEACHER CERTIFICATION**


   Include copies of transcripts from each institution attended.
2a. If you completed your bachelor’s degree at another institution, complete the online Post-Bachelor application. Select “Post-Bachelor’s – Education” on the application. (Unofficial copies are acceptable).

2. Complete all prerequisite courses listed on the evaluation.

3. Pass all three sections on the MTTC Professional Readiness Exam #96.

4. Complete successful group work with children (40 hours).

2b. If you completed your bachelor’s degree at Wayne State University, contact the Records Department at (313) 577-3531 to reactivate your student status as a Post- Bachelor student in the College of Education with a “PRTC major”.

Completed Criminal History Check (current within 6 months of applying)

MAT Requirements

Apply online for Graduate School by appropriate deadline.

Submit to Graduate Admissions: Copy of Transcript Evaluation, Criminal History Check, Group Work with Children form, and copy of MTTC Professional Readiness Exam results.

Complete certification courses and apply for Provisional Certificate. Complete remaining courses for Master’s Degree.

Post-Bachelor Requirements

Complete a Level 2 Application. (available in 489 Education)

Attach copies of all transcripts, including WSU.

Attach a copy of your Transcript Evaluation.

Attach a copy of a negative TB Test.

Complete certification courses and apply for Provisional Certificate only.

MASTER OF ARTS IN TEACHING (MAT) PROGRAM

This program is designed to provide professional preparation for holders of baccalaureate degrees with suitable teaching majors and minors and who seek teacher certification at the
elementary or secondary level. This program leads to a master’s degree. The master’s degree may be completed after certification, but degree requirements must be completed within six (6) years of the time the first course in the program is completed.

Upon admission to the MAT program, students will complete professional sequence courses designed to develop effective urban educators that are innovative, reflective and committed to diversity. Some of the areas covered in the professional sequence are reading, teaching methods in area of certification, educational psychology, diversity, inclusion and technology in the classroom. Additional information regarding specific courses will be discussed with your academic advisor and can be found at http://coe.wayne.edu/ted/programs.php. Students will complete one semester of pre-student teaching and one semester of student teaching. In programs such as special education, early childhood and visual arts, students will complete the classes for their major/minor and have two student teaching experiences. After completing the certification component of the program, students will take the additional classes required for the Master’s degree.

Upon admission to the M.A.T. program in the College of Education, you will be notified of the time and date of the next scheduled orientation. You are expected to attend this session. At this very critical session, you will be provided with information about the university and the college’s policies and procedures. You will also have an opportunity to meet faculty, receive a plan of work and ask questions. Following this meeting, you should call 313-577-0902 and schedule an individual advising appointment.

POST BACHELOR CERTIFICATION PROGRAM

This program is designed to offer teacher certification to holders of baccalaureate degrees with suitable teaching majors and minors, who do not choose to pursue the master’s degree. The program incorporates classroom theory with practice and is available at both the elementary and secondary levels.

Upon admission to the Post Bachelor Certification Program, students will take the professional sequence classes in post-bachelor status. The Post Bachelor program may be completed as a full-time or part-time student. Credit in this program is undergraduate credit and can never be applied toward any graduate degree. This program does not offer a second bachelor’s degree.

You will be notified of the time and date of the next scheduled orientation at time of admission. You are expected to attend this session. At this very critical session, you will be provided with information about the university and the college’s policies and procedures. You will also have an opportunity to meet faculty, receive a plan of work and ask questions. Following this meeting, you should call 313-577-0902 and schedule an individual advising appointment.

If you are in need of financial aid as a Post Bachelor student, please consult a financial aid counselor in the Welcome Center at (313) 577-3378.

CHECK THE TRANSFER CREDIT WEBSITE FOR COURSE EQUIVALENCY
Equivalency tables for courses at other institutions, including community colleges, colleges, and universities are on the web!

It’s this easy!

The web address for Transfer Credit is:

www.transfercredit.wayne.edu

Search by other institution under “Equivalency Tables”