



## College of Education

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

# Teacher Certification Information Handbook

## Post Bachelor & Master of Arts in Teaching Initial Certification Programs

College of Education • Division of Teacher Education

***Our Mission:***

***We will create and advance knowledge, prepare a diverse student body to thrive, and positively impact local and global communities.***



## College of Education

KATHLEEN CRAWFORD-MCKINNEY, PHD  
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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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# WAYNE STATE UNIVERSITY • STUDENT SERVICES

## Academic Success Center

1600 David Adamany Undergraduate Library  
(313) 577-3165  
<http://www.success.wayne.edu/>

## Career Services

1001 Faculty and Administration Building  
(313) 577-3390  
<http://www.careerservices.wayne.edu>

## Education Placement Services

489 College of Education  
5425 Gullen Mall  
(313) 577-1605  
<http://www.coe.wayne.edu/AS/Placement.html>

## 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/>

## Math Resource Center

1198 Faculty/Admin. Bldg.  
(313) 577-3195  
<http://www.clas.wayne.edu/math/>

## Purdy Kresge Graduate Library

5244 Gullen Mall  
(313) 577-4042  
<http://www.lib.wayne.edu>

## Records and Registration

5057 Woodward - Maccabees - Suite 5150  
Detroit, Michigan 48202  
(313) 577-3541 / (313) 577-8192 FAX  
<http://reg.wayne.edu/>

## Student Disability Services

1600 David Adamany Undergraduate Library  
(located in the Academic Success Center)  
(313) 577-1851  
<http://www.eas.wayne.edu>

## Student Financial Aid

The Welcome Center, 42 West Warren  
(313) 577-3378  
<http://www.financialaid.wayne.edu>

## Testing, Evaluation and Research Services

698 Student Center Building  
(313) 577-3400  
<http://www.testing.wayne.edu>

## University Admissions

<u>Undergraduate</u>	<u>Graduate</u>
The Welcome Center 42 West Warren (313) 577-3577 (313) 577-7536 FAX <a href="http://www.admissions.wayne.edu">http://www.admissions.wayne.edu</a>	4001 Faculty/Admin. Bldg. 656 W. Kirby (313) 577-4723 (313) 577-0131 FAX <a href="http://gradadmissions.wayne.edu/">http://gradadmissions.wayne.edu/</a>

## Writing Center

Undergraduate Library, Room 2310  
(313) 577-2544  
<http://www.clas.wayne.edu/writing/>

# COLLEGE OF EDUCATION •TEACHER EDUCATION

**Dr. Kathleen Crawford-McKinney**  
**Assistant Dean**

## **Post Bachelor/MAT Advisors**

Beverly E. Schneider  
Mark Larson, Ph.D. - (Early Childhood)  
Geraldyn Stephens, Ed.D. - (CTE)  
Elizabeth Corah-Hopkins, Ph.D - (BBE, ESL, World Languages)

313-577-0902/ Fax 313-577-4091

College transcripts will be evaluated to determine eligibility admission to the teacher certification program for the Post Bachelor and/or Master of Arts in Teaching Program.

## **TRANSCRIPTS FROM FOREIGN INSTITUTIONS**

If the transcript is from a foreign institution or if candidate attended a Canadian institution and the transcript is not in English, please contact the following agency and request a **course-by-course** evaluation of the transcript:

### **World Education Services**

Bowling Green Station  
P.O. Box 5087  
New York, NY 10274-5087  
(212) 966-6311  
(212) 739-6100 FAX  
<http://www.wes.org>

After records have been evaluated by World Education Services, please submit the request for a transcript evaluation.

## **CERTIFICATION FROM ANOTHER STATE OR COUNTRY**

If a candidate is 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):

- ❶ Certification in Adult CPR
- ❷ Certification in Child CPR
- ❸ 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/>.

- 1). Have you ever accepted responsibility in a civil infraction (excluding speeding tickets) or been convicted of (pled no contest to) a misdemeanor or felony?**
- 2). Have you had a teaching, school counselor, school psychologist, or school administrator certificate suspended or revoked?**
- 3). Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate?**
- 4). Have you ever surrendered or nullified a teaching, school counselor, school psychologist, or school administrator certificate?**

**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.**

(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.

(2) 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 <https://apps.michigan.gov/ichat/home.aspx>. 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 email [MSP-CRD-ICHATHELP@michigan.gov](mailto: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

Students who pursue elementary education are required 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 earn certification/endorsement to teach that core subject in grades K-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 –8*)

**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 Arabic, French or Spanish – see page 12 for testing requirements.*) (*Certification to teach grades K-8 in the language, K-12 certification is available*)

**Special Education** (*An endorsement to teach in Cognitive 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. Cognitive 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

<b>MAT Special Education Advisor</b>	<b>Beverly E. Schneider</b>	<b>(313) 577-0902</b>	<b>ak5383@wayne.edu</b>
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### 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, listening, 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 Arabic, French or Spanish– see page 12 for testing requirements.) (An endorsement to teach grades K-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

Students have the option of selecting an additional teaching minor or endorsement. Students interested in teaching at the middle school level are encouraged 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, listening, 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 Arabic, French or Spanish – 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*)

## **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 MIORS**

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 Arabic, French, or Spanish – see page 12 for testing requirements*). *English is strongly recommended as a minor.*

**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*)

**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, listening, 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 Arabic, French, 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**

## 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 ENDORSEMENT PROGRAMS • CONTACT INFORMATION

PROGRAM	ADVISOR
Dance Education*	Ms. Eva Powers 3226 Old Main (313) 577-6155 ad2016@wayne.edu
Kinesiology Pedagogy (Physical Education)	Dr. Erin Centeio 2167 Faculty/Administration Building (313) 577-3142 ff6535@wayne.edu
Music Education [instrumental]*	Dr. Wendy Matthews 2389 Old Main (313) 577-2674 wendy.matthews@wayne.edu
Music Education [vocal]*	Dr. Abigail Butler 2390 Old Main (313) 577-2673 ag7752@wayne.edu
Visual Arts Education	Dr. James Brown Teacher Education Division (313) 577-0902 ap7377@wayne.edu
* 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, French, or Spanish. Secondary Education students must complete a **MAJOR** in Arabic, French, 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

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

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 or Spanish or at the Intermediate High level in Arabic. 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)

## CAREER AND TECHNICAL EDUCATION • CONTACT INFORMATION

Career & Technical Education Program Coordinator		Dr. Geralyn Stephens 273 College of Education (313) 577-0991 ad9472@wayne.edu
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# 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 modules with a grade of “C” or better:  
**The first three modules replace CTE 5410 (3). Each module is one (1) credit hour.**  
CTE 5401 – Instructional Practices for the Career and Technical Education Classroom Module 1  
CTE 5402 – Instructional Practices for the Career and Technical Education Classroom Module 2  
CTE 5403 – Instructional Practices for the Career and Technical Education Classroom Module 3  
**The second three modules replace CTE 6993 (3). Each module is one (1) credit hour.**  
CTE 5404 – Instructional Practices for the Career and Technical Education Classroom Module 4  
CTE 5405 – Instructional Practices for the Career and Technical Education Classroom Module 5  
CTE 5406 – Instructional Practices for the Career and Technical Education Classroom Module 6
- 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 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 amount 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 Educations is approved by the Michigan Department of Education 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):**

Radio and Television Broadcasting Technology, Graphics Communications, Drafting & Design Technology, Construction Trades, Collision Repair Technician, Automobile Technician, Airframe Technology, Power Plant Technology, Precision Production Trades General, Machine Tool Operations/Machine Shop, Welding, Brazing and Soldering, Woodworking General, Aeronautics/Aviation/Aerospace Science & Technology, and Visual Communications Technology

**8) Vocational Teacher Cadet (VG):**

Teacher Cadet (not available for initial certification)



## REQUEST A TRANSCRIPT EVALUATION

The 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.

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

Submit Request for Transcript Evaluation form and related documents to Teacher Education, 2 North, College of Education, phone: 313-577-0902, fax: 313-577-4091.

## 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 need 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 indicating field of interest. Proof of degree and all transcripts must be sent to the Undergraduate Admissions Office, Welcome Center.

Wayne State University graduates can request a change of status through the University Records Office by calling (313) 577-3531. Please request Post Bachelor status in the **College of Education with a major in Pre-Teacher Certification, “PRTC”**.

## 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 average of 2.5 must be maintained and is required for the recommendation for certification.

# ADMISSION REQUIREMENTS FOR CERTIFICATION PROGRAMS

## AFTER COMPLETING ALL PREREQUISITE COURSES

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

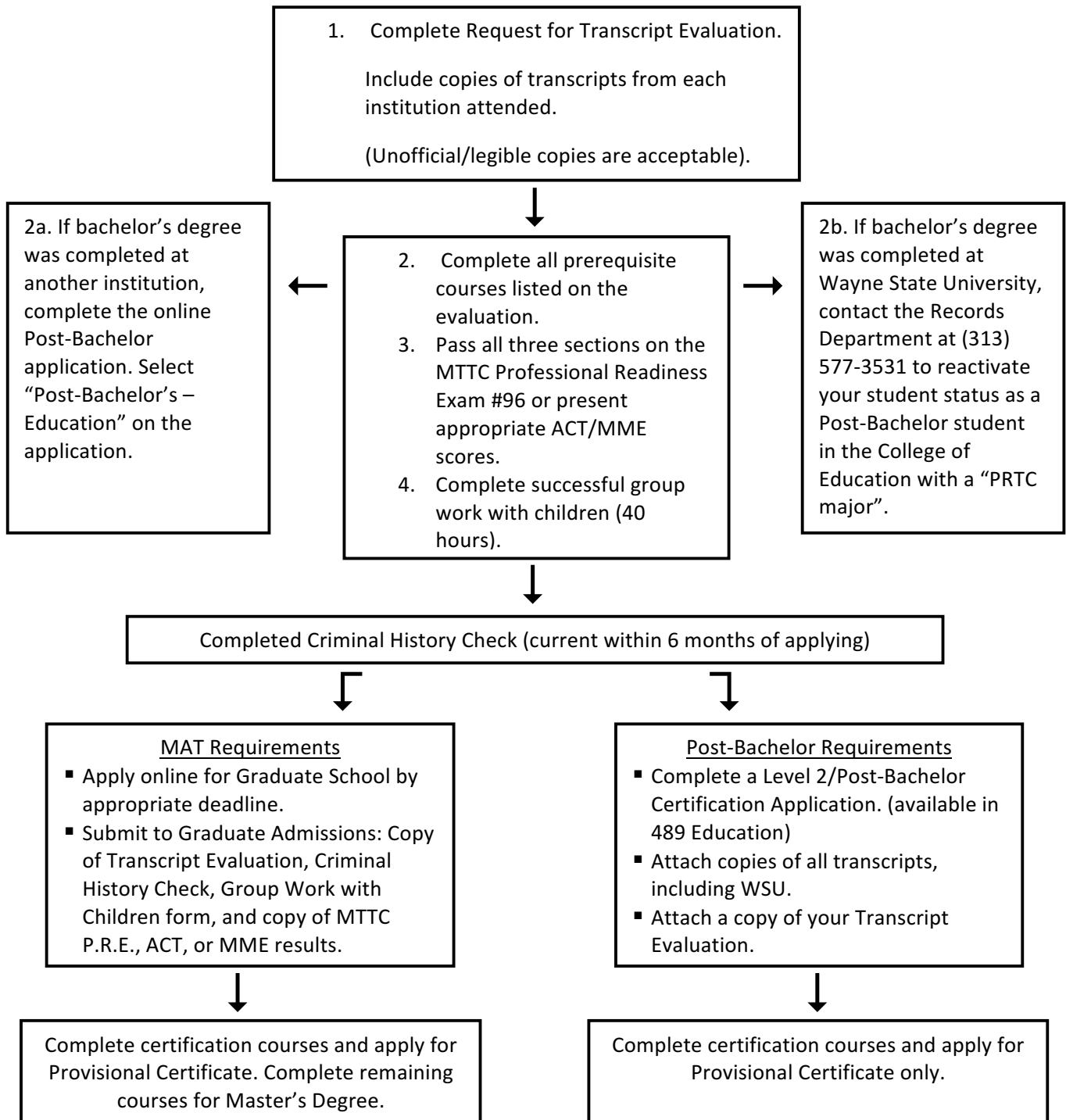
**\* To change programs completely, students must complete an online AlerT application at [www.gradapply.wayne.edu](http://www.gradapply.wayne.edu). However, to ADD a second program to an existing program, complete and submit the Change of Status paper from via the following website – <http://coe.wayne.edu/pdfs/change-of-status.pdf>.**

# WAYNE STATE UNIVERSITY

## STEPS TO TEACHER

## COLLEGE OF EDUCATION

## CERTIFICATION



## MASTER OF ARTS IN TEACHING (MAT) PROGRAM

This program provides professional preparation and elementary or secondary teacher certification for holders of baccalaureate degrees with suitable teaching majors and minors. In addition, after certification, the program gives students the option to complete a master's degree in teaching provided all degree requirements are completed within six (6) years of the time the first course in the program is completed.

Upon admission to the MAT program, students complete professional sequence courses designed to develop effective urban educators who are innovative, reflective and committed to diversity. Some of the areas covered in the professional sequence are teaching reading, teaching methods in the area of certification, educational psychology, diversity, inclusion, and technology in the classroom. Additional information regarding specific courses can be discussed with individual academic advisors and can be found at <http://coe.wayne.edu/ted/programs.php>. All MAT students 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 complete the classes for their major/minor and have two student teaching experiences. After completing the certification component of the program, students are eligible to take the additional classes required for the Master's degree.

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

## POST BACHELOR CERTIFICATION PROGRAM

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

Upon admission to the Post Bachelor Certification Program, students 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 a graduate degree. This program does **not** offer a second bachelor's degree.

Upon admission, students are notified of the time and date of the next scheduled orientation. All students are expected to attend this session at which information about the university and the college's policies and procedures will be shared. Students will also have opportunities to meet faculty, receive a plan of work, and ask questions. Following this meeting, students should call 313-577-0902 and schedule an individual advising appointment.

Post Bachelor students interested in applying for financial aid may call 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](http://www.transfercredit.wayne.edu)

Search by other institution under “Equivalency Tables”