

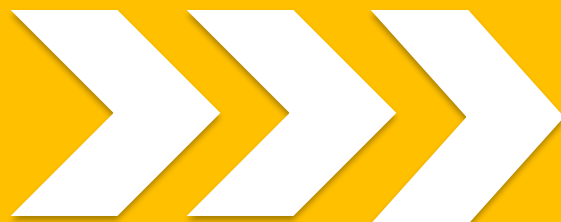
# Teacher Certification Information

## 2023-24

(Expedited Elementary Education MA)

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Office of Teacher/Administrator Certification



# Office Contact Information

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# Certification Checklist

Completion of these steps is required to obtain your  
Standard Teaching Certificate with a standalone special education endorsement

- ☐ **Bachelor's degree**
- ☐ **Completion of Master of Arts in Elementary Education** (Degrees for Summer I 2024 will be awarded on or soon after 7/2/2024)
- ☐ **MTTC subject exam(s) for Expedited Elementary Education**– Please send official scores to WMU when you register for the MTTC (WMU must have official scores to approve your certificate application).
  - Must pass **MTTC Elementary Education (#103)**
  - Please [visit the MTTC website](#) for test dates and study guides  
(To confirm if WMU has received your official MTTC scores, check the bottom of your score report. If you did, WMU will be listed)
- ☐ **Email Background check results and court documents for any convictions to [coe-certification@wmich.edu](mailto:coe-certification@wmich.edu)**
  - A recent (within the last two years) background check must be on file in CEHD or one will be required before we can recommend you for certification.
  - We will accept **one of the following** to meet the background check requirement:
    - [Michigan ICHAT](#) results (\$10)
    - Image of your “active status” from your EduStaff account
    - Background release letter completed by your school
    - Background check results from your school (most schools are not willing/able to release results)
  - If you have a misdemeanor or felony conviction, [official court documents](#) for each conviction must also be provided to our office.
- ☐ **Apply through the Michigan Online Educator Certification System (MOECS)** for your Standard Teaching Certificate.
  - Set up your Michigan educator accounts and apply for certification in MOECS once the items listed above are complete.
  - View the Michigan Department of Education (MDE) [MOCES registration website](#) for assistance on setting up your MOECS account (see Educator and Educator Candidates).
  - **Apply for your Certificate(s) in MOECS** - Once you have set up your account in MOECS, you will see links to apply for an educator license. Choose the link that is appropriate for you and follow the steps to apply for your certificate.
  - Any **registration issues with MEIS or MOECS** should be directed to the Office of Educator Excellence (OEE) by calling (517) 241-5000 or emailing [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov)

## Certification Checklist (cont.)

☐ **Report convictions in MOECS.**

- Honestly report any conviction(s) (felony and/or misdemeanor) on all of your applications for certification (now and in the future).
- Provide [official court documents](#) for each offense to the Certification Office at [coe-certification@wmich.edu](mailto:coe-certification@wmich.edu)

☐ **University review and recommendation** - After you have applied, your application will be submitted to the institution that you identified in the application process via MOECS for review and approval. Please allow 5 to 7 business days for this process. **Please know that any conviction will delay this process.**

☐ **Pay for your certificate** - The MDE charges \$160 for your Standard Teaching Certificate. Once the fee is paid, you are certified teacher in Michigan! Congratulations!

☐ **Print your certificate** – After paying the fee, you will need to print your certificate from MOECS, obtain notarization, and provide the notarized certificate to your hiring district. **The Standard Teaching Certificate is valid for (5) years.**

# Additional Important Information

**Certification laws will change and it is your responsibility to stay informed about those changes. Maintain an accurate email in MOECS and visit the MDE website frequently for current information.**

## ➡ Validity of Programs and MTTC Subject Exams:

Once you complete your program and pass your MTTC subject exam, you have a maximum of 5 years to apply for certification. Please be aware of the following:

- **Get your teaching certificate as soon as possible! Do not wait!**
- **The MDE requires certification within five years of completing a program.** After five years, MDE requires a program review to verify completion of a program that meets current state standards.
- Due to revisions in the [Michigan Certification Structure](#) and changes in state standards in most areas, (), it is likely that the program in your certification area(s) will be different or may not exist in five years. Any delay in certification will likely require the completion of additional courses, which will be expensive, or mean that you are not able to certify in the subject.
- **MTTC subject test scores are valid for five years.** If you have not certified in the specific subject, you will be required to retake your MTTC subject test(s), if certification in the subject/grade level is still available. Official scores must be on file at WMU.

## ➡ Out-of-State Certification:

Graduates of WMU's teacher preparation program who wish to apply for certification in another state should complete the following:

- **Get your Michigan Teaching Certificate** even if you never plan to teach in Michigan. It will make it easier to obtain a teaching certificate in another state.
- **Contact the department of education in the state of interest.**
- Email any **Program Verification Form or Institutional Recommendation Form** that must be completed by the Certification Office to [coe-certification@wmich.edu](mailto:coe-certification@wmich.edu)
- WMU transcripts must be obtained directly from the Registrar's Office.

## ➡ Additional Endorsements:

To **add an additional subject or grade level endorsement to your teaching certificate**, you must complete all of the following:

- Coursework in the MDE-approved subject and grade level program
- Passing score on the appropriate MTTC subject exam(s)
- 30-50 (general education) or 180 hours (for special education) of clinical experience in the new endorsement area
- Application to add the endorsement(s) to an existing certificate [through MOECS](#).

## ➡ Keeping your Certificate Active:

Teaching Certificates must be renewed and renewal requirements change frequently.

- Your Michigan Standard Teaching Certificate will initially be valid for five (5) years.
- Teacher recertification requirements will be detailed on the MDE Certification Guidance website, which can be accessed [through MOECS](#). Once on the page, click on the blue button, and then click the *Certification Guidance Documents* link.

# Additional Resources and Contacts

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## MDE Resources:

- [Michigan Department of Education \(MDE\)](#)
- [Career and Technical Education](#)
- [Educator Services](#)
- [Educationally Speaking E-Newsletter](#)
- [Social Justice & Anti-Racist Educator Efforts and Resources](#)
- [Teacher Discounts](#)

## WMU Resources:

- [Career and Student Employment Services](#)
- [College of Education and Human Development](#)
- [Graduate College](#)
- [Student Success Hub](#)
- [Registrar's Office](#)
- [Transcript Requests](#)

# WMU Program/Grade Level/MTTC Guide

A person seeking Michigan teacher certification must **pass the appropriate subject area test(s)**. The **Elementary Education test (#103) is mandatory for all students seeking Elementary certification including all Early Childhood and Special Education students.**

<b>SUBJECT AREA TESTS</b> <a href="#">MTTC website</a>			
WMU Program	Grade Level	Michigan Testing Field & Endorsement Code	Test #
Arabic	6-12	Arabic (Modern Standard) (FK) <sup>1</sup>	102
Art Education	K-12	Visual Arts Education (LQ)	95
Biology	6-12	Biology (DA)	17
Business Education	6-12	Business, Management, Marketing & Technology (GQ)	98
Chemistry	6-12	Chemistry (DC)	18
Chinese	6-12	Chinese (Mandarin) (FR) <sup>1</sup>	101
Counselor Education: School Counseling (Must complete Master's)	K-12	School Counselor (NT)	51
Early Childhood (Undergraduate Minor or Master's)	Pre-K	Early Childhood Education (General and Special Education) (ZS) <b>last test available in 2026</b>	106
Earth Science	6-12	Earth/Space Science (DH)	20
Elementary Education	K-5 All; K-8 Self-CC	Elementary Education (ZG) <b>last test available in 2026</b>	103
English (Secondary)	6-12	English (BA)	02
English as a Second Language	PK-12	English as a Second Language (NS)	126
Family & Consumer Sciences Education	K-12	Family & Consumer Sciences (KH)	40
French	K-12 & 6-12	French (FA) <sup>1</sup>	23
Geography	6-12	Geography (CB)	08
German	K-12 & 6-12	German (FB) <sup>1</sup>	24
History (Secondary)	6-12	History (CC)	09
Industrial and Technology Education	6-12	Industrial Technology (TE)	129
Integrated Science (Elementary)	K-8	Integrated Science (Elementary) (DI)	93
Integrated Science (Secondary)	6-12	Integrated Science (Secondary) (DI)	94
Japanese	6-12	Japanese (FL) <sup>1</sup>	100
Language Arts (Elementary)	K-8	Language Arts (Elementary) (BX)	90
Latin	K-12 & 6-12	Latin (FD)	26
Literacy Studies (Must complete Master's)	PK-12	Reading Specialist (BR)	92
Mathematics (Elementary)	K-8	Mathematics (Elementary) (EX)	89
Mathematics (Secondary)	6-12	Mathematics (Secondary) (EX)	22
Music Education	K-12	Music (JQ)	99
Physical and Health Education	PK-12	Health and Physical Education (MC)	112 & 113
Physics	6-12	Physics (DE)	19

Political Science	6-12	Political Science (CD)	10
Social Studies (Elementary)	K-8	Social Studies (Elementary) (RX)	105
Social Studies (Secondary)	6-12	Social Studies (Secondary) (RX)	84
Spanish	K-12	Spanish (FF) <sup>1</sup>	28
<b>Special Education (Note: Take the test that aligns with your certification program)</b>			
Autism	K-12	Autism Spectrum Disorder (SV)	64
Emotional Impairment	K-12	Emotional Impairment (SE)	116
Learning Disabilities	K-12	Learning Disabilities (SM)	114
Physical Education/Adapted	K-12	Physical Education for Students W/ Disabilities (SP)	No Test
Visual Impairment	K-12	Visually Impaired (SK)	61

## NOTES

- World Language MTTCs are not offered every month; check the MTTC website for availability. World Language majors must also meet MDE requirements on the Oral Proficiency Interview (OPI) before Intern Teaching and for certification. See your World Language advisor for details.
- Per Michigan Department of Education Administrative Rules
  - The MTTC subject area test **remains valid for five years from the date the test was taken and may be used to obtain certification until that time**, so long as that area of endorsement is still available from the Michigan Department of Education.
  - For example, a test taken on July 15, 2020 is valid for initial certification or an additional endorsement July 15, 2025. If the subject is not added to a MI teaching certificate by July 15, 2025, the candidate must re-test.
- Once a subject and grade level are added to a Michigan teaching certificate, the five-year validity of the MTTC is irrelevant. MI certified teachers will not have to retake an MTTC subject area test once it has been passed and that subject and grade level appear on one's Michigan teaching certificate. An additional (new) test may be required to change grade levels in a subject area, however.
- MTTC certification requirements** vary by teaching program. Please refer to the chart above for specific requirements and contact the WMU Certification Office with questions: coe-certification@wmich.edu or 269-387-3473.

# Certification Language

## (with resume examples)

Please remember that certification language can change, and you will need to update your resume + other materials accordingly. Below are a few examples of the current language (taken from a Michigan Teaching Certificate) that should be referenced on your resume.

### Standard Teaching Certificate Example:

**STATE OF MICHIGAN**  
State Board of Education Department of Education  
**STANDARD TEACHING CERTIFICATE**

awarded to

**Certificate Type**

In accordance with the provisions of Act 287 of the Public Acts of 1964, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

**ELEMENTARY K-5 ALL SUBJECTS (K-8 ALL SUBJECTS IN SELF-CONTAINED CLASSROOM) (ZG) LEARNING DISABILITIES (SM) K-12 MATHEMATICS (EX) K-8**

**Subject Name** **MDE Subject Code** **Grade level**

*Michael F. Rice*  
Michael F. Rice, Ph.D.  
Superintendent of Public Instruction

**Important Dates**

Issue Date : 05/14/2017  
Expiration Date : 06/30/2023  
License Number :

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

### Resume Language Example:

Michigan Standard Teaching Certificate

- Elementary Education (ZG) K-5 All Subjects; K-8 All Subjects (Self-Contained Classroom)

### Related Resources:

- [MOECS](#) - To locate/view your teaching certificate
- [MDE Appropriate Placement of Educators](#) – outlines appropriate grade level and subject placement within a classroom based on endorsement area
- [MDE Quick Reference: Courses that can be Taught](#) – outlines what courses can be taught with specific endorsement areas