

Initial Teacher Certification Checklist
Center for Student Services, EHS 421
Central Michigan University, Mt. Pleasant, MI 48859
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Web Site: www.ehs.cmich.edu/css

This checklist should be used to track teacher certification requirements at graduation. **It is the responsibility of the student to ensure that all requirements and deadlines are met prior to graduation in order to be recommended for an Initial Provisional Teaching Certificate at the time of graduation.** Your certification requirement status can be viewed on page five (5) of your Student Information (SI) Form on the Center for Student Services (CSS) website at www.ehs.cmich.edu/css. The requirements for teacher certification are as follows:

- __1. Original Adult Child CPR and First Aid Certificates from a Michigan Department of Education approved course provider must be submitted. Approved providers are available at the following link:**

http://www.michigan.gov/mde/0,1607,7-140-6530_5683_14795-118868--,00.html

The Cycle II area of the SI Form should reflect the issue date on your certificate.

- __2. If you were admitted Fall 2004 or after, certain diversity requirements must be completed.**

The Diversity area of the SI Form should indicate those requirements that have been completed and those that have not been completed.

- __3. Elementary Initial Provisional Teaching Certificates require that you pass MTTC Test #83 – Elementary Education.** Passing the appropriate MTTC subject area test in your major(s) or minor(s) will allow endorsements in those areas.

- __4. Secondary Initial Provisional Teaching Certificates require that you pass the appropriate MTTC subject area test in your major or one of your majors. If you are a Special Education major you must pass the MTTC subject area tests in your special education major.** Passing the appropriate MTTC subject area test in another major or minor(s) will allow endorsements in those areas.

The MTTC Test Summary area of the SI Form should reflect the date the MTTC test passed.

If the requirements listed above are completed on or before your graduation date:

A recommendation to Michigan Department of Education (MDE) for your Initial Provisional Teaching Certificate will be processed along with graduation. You DO NOT need to complete a separate application.

You will receive a 90 Day Letter along with your diploma and transcripts four to six weeks after commencement day (graduation is processed in alphabetical order). The recommendation to MDE will be transmitted at that time. MDE will bill you. When MDE receives the payment they will mail your Initial Provisional Teaching Certificate to you.

If the requirements listed above are not completed on or before your graduation date:

You will need to complete an Application for Initial Provisional Teaching Certificate and submit it to CSS in Ronan 204 after all the requirements have been met. The application can be found on the CSS website at www.ehs.cmich.edu/css.

The following pertains to ANY graduate with any criminal conviction:

The Central Michigan University (CMU) Teacher Education Program mandates that candidates disclose any misdemeanors, felonies or other campus-related disciplinary incidents at:

1. Application to the Teacher Education Program,
2. Application to Midtier, and
3. Application to Student Teaching.

Effective February 1, 2009 the Michigan Department of Education (MDE) is mandating that court records for students with a criminal conviction(s) will be forwarded to the MDE for evaluation prior to the issuance of a teaching certificate.

If a student has been arraigned for, plead guilty to, or been charged or convicted of, a misdemeanor or felony or has any outstanding criminal charges or warrants pending in Michigan or any other state or jurisdiction, that student will be required to submit a Judgment of Sentence and/or Register of Actions indicating the crime(s) of which they have been convicted, and the dates and sentences imposed. This applies to any legal conviction.

CMU cannot guarantee approval of any recommendation made to the State of Michigan for any type of certification. Final approval of a recommendation made by CMU is granted only by the Michigan Department of Education based on their policies and procedures current at the time the recommendation for certification is made.

If any of the above mentioned legal issues apply to you, your recommendation will be processed separately. You WILL NOT receive a 90 Day Letter along with graduation or recommendation and the appropriate documents will be forwarded to MDE for approval.