

Provisional Teaching Certification Checklist

Center for Student Services, EHS 421
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In order to receive a Michigan provisional teaching certificate you must apply to the Michigan Department of Education (MDE). You are required to establish a Michigan Education Information System (MEIS) account. You can create a MEIS account anytime at www.michigan.gov/meis.

After you graduate you must apply for a Provisional Teaching Certificate through Michigan Online Educator Certification System (MOECS) at www.michigan.gov/moecs. MDE will forward your MOECS application to CMU for confirmation of all program requirements.

- CPR & First Aid Certified
 - **Current** copies of Adult/Child CPR and First Aid Certificates must be on file in the Center for Student Services (EHS 421) at the time of application.
- Diversity Requirements Completed
 - All diversity requirements must be complete. The Diversity Requirements Met should read “Yes” on your SI Sheet.
 - To check your SI Sheet, please visit: <https://www.cmich.edu/centrallink/layouts/ehsinformationssheet>
 - Diversity Hours can be submitted at: <https://www.cmich.edu/colleges/ehs/unit/css/Pages/Forms.aspx>

For Elementary Provisional Teaching Certificate:

- Passing score for MTTC Test #83 – Elementary Education
 - If you are on the old elementary program, please note MTTC test #83 will not be available after September 2013. After October 2013, all elementary candidates will be required to pass MTTC Test #103. The new test #103 will contain questions that pertain to the new elementary program.
- Apply for the appropriate content endorsement areas

For Secondary Provisional Teaching Certificate:

- Passing score for the appropriate MTTC subject area test that correlates to your major OR one of your majors. You are encouraged to also pass and apply for your minor(s) content area endorsement(s).

If all requirements listed above are complete, CMU will confirm your MOECS application.

Effective January 18, 2012 MDE will no longer mail teaching certificates. Your certificate will be available to print online.

NOTE:

Effective February 1, 2009, the Michigan Department of Education (MDE) mandated 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.

CMU cannot guarantee the issuance of any type of certification. Issuance of certification is granted only by the Michigan Department of Education based on their policies and procedures current at the time the application is made.

Any falsified information will be considered fraud and will be addressed as such. All legal issues will be processed separately and the appropriate documents will be forwarded to MDE for approval.