

IMPORTANT REQUIREMENTS FOR STUDENT TEACHERS

Please talk with the Registrar if you have questions about course or grade requirements for teaching majors or minors. Remember that no course may be counted twice in your teaching majors or minors. Secondary History and Social Studies majors see the Education Department.

Please note that you must continue to meet the requirements for Admission to Student Teaching as stated in the college catalog.

Elementary majors:

Recommendation for Michigan Elementary Standard Certification is, of course, contingent upon your successfully completing all requirements for certification as described in the college catalog. Michigan law requires that persons seeking teacher certification pass the Elementary Education state test prior to being recommended for certification. Students seeking to be recommended for certification in their teaching majors and minors must pass appropriate subject area tests. Students seeking to teach in their minor areas in grades 6, 7, or 8 must also pass subject area tests in their minors. In order to make you more marketable and be prepared for future district transfers if needed, the Department encourages all students to pass the state MTTC tests in all majors and minors. Information about test dates and registration deadlines is available in the Education Department and online at www.mttc.nesinc.com

Secondary majors:

Recommendation for Michigan Secondary Standard Certification is, of course, contingent upon your successfully completing all requirements for certification as described in the college catalog. PLEASE NOTE that Michigan law requires that persons seeking secondary teacher certification have successfully completed a teaching major and passed the Subject Area Test in the major. To be recommended for certification in an additional teaching major or teaching minor, candidates must also pass the appropriate subject area test. Information about test dates and registration deadlines is available in the Education Department and online at www.mttc.nesinc.com.

Elementary and Secondary majors:

Prior to beginning student teaching: Please remember that the original receipt and form with TSN number for LiveScan finger printing Criminal History Background Check is due in the Education Department by July 15 prior to beginning student teaching for Fall & Winter student teachers. The LiveScan finger printing process must be current, less than **one year old**, and be valid for the whole student teaching term. If you register to Substitute Teach for your student teaching district at the same time, you may have the LiveScan run under the School Employment (SE) Act. Otherwise, they will be run under the Volunteer Act. If you decide to apply for substitute teaching later, you must have the LiveScan process repeated under the School Employment Act and pay the fee a second time. The finger print process is valid statewide for future reference. Contact Mrs. Willoughby if you have questions.

Prior to Alma College recommending you for certification, the following must be completed:

- 1) An Application for Recommendation for Michigan Elementary or Secondary Standard Certification including the Felony Conviction Statement (May be submitted electronically.)
- 2) Original, valid and signed CPR and First Aid card(s) must be seen and copied for your file in the Education Department (front and back of each card as applicable). NEW online certificate for the American Red Cross (ARC): You may provide the "code" which can be found on your online certificate to willoughbyjk@alma.edu, as Mrs. Willoughby can access the ARC website, see your certificate in color, and this requirement will then be completed. **Training and certification must be from a provider on this list of MDE approved providers.** Please submit as soon as you have your CPR and First Aid card(s) or certificate.
- 3) At the end of your student teaching term, you will complete a Michigan Department of Education "Teacher Candidate Survey."
- 4) When you are ready to be recommended for certification, you will apply online through the MDE's MOECS website.

More information will be received through your student teaching seminar. E-mail willoughbyjk@alma.edu with questions.

Michigan Department Of Education 5-Year MTTC Rule: Per the Michigan Department of Education (administrative policy): All subject area tests (including Elementary Education and tests in majors/ minors) taken July 2009 and later are valid for 5 years from the date of the test for initial certification or additional endorsement purposes.