

## CTE: Authorizations

Districts seeking qualified individuals from business and industry to instruct in a state-approved Career and Technical Education (CTE) program may do so under an Annual CTE Authorization (ACA).

ACAs are issued when the following conditions have been met:

- **First year only** - Districts must certify that an appropriately certified CTE teacher is not available for the assignment.
- The individual must possess a high school diploma or GED.
- The district must verify the individual's work experience and meets the requirement of 4,000 hours, no older than 6 years from the date of application. Recent and relevant work experience requirements are defined by the Office of Career and Technical Education (OCTE). Please contact OCTE for further clarification 517-335-5224.
- The Authorization must be applied for and fee paid prior to the individual entering the classroom.
- The individual must be assigned a mentor teacher.

A district may employ this individual every year if they meet either of the following two renewal options.

### **Option 1: Renew Annual CTE Authorization:**

Renewal of the ACA requires school districts to:

- Verify the individual maintains 4,000 hours of experience. Recent and relevant work experience requirements are defined by the Office of Career and Technical Education (OCTE). Please contact OCTE for further clarification 517-335-5224.
- Assign a mentor teacher.
- Provide individual a minimum of one formal observation leading to a comprehensive evaluation rating of effective or highly effective during the previous school year.

### **Option 2: Credit Track Annual CTE Authorization:**

A district may seek this option for individuals desiring to work towards the Standard CTE Certificate. Credit Track ACA is renewable for no more than ten consecutive school years unless additional renewals are approved by the superintendent of public instruction. Contact the Michigan Department of

Education (MDE) if additional time is needed. Verification of relevant work experience is not required for subsequent renewals under this option.

A district may apply through the Michigan Online Certification System ([MOECS](#)) for the Credit Track ACA when the following have been met:

- The individual must have worked under an ACA the previous school year.
- The individual had completed one credit toward earning the Standard CTE Certificate during the previous school year.
- Credit was completed at a college or university approved for occupational certification. If credit was completed at a non-occupationally approved college or university, a bridge letter\* from the recommending occupational university must be provided to MDE.
- An official transcript indicating completed credit must be provided prior to Credit Track ACA application approval in MOECS to MDE.
- Bridge letter\* is required for each subsequent Credit Track ACA renewal under the credit track option. The individual working towards CTE certification shall meet with the university to confirm progress and obtain an updated letter yearly. The employing school district must provide the letter to MDE as part of the application process.

Each school year the Credit Track option requires completion of one credit during the previous year. Verification in the form of a transcript as outlined above and an updated bridge letter must be submitted.

Individuals may alternate between each of these two options on a year to year basis.

\*A bridge letter verifies the individual is working closely with the state-approved CTE college or university and provides information regarding course titles, credit completed, and progress an individual is making toward meeting the requirements for the Standard CTE Certificate. The bridge letter must be written on the institution's official letterhead and be signed by the certification officer or designee of the college or university which will ultimately recommend the individual for the Standard CTE Certificate.

### **Day-to-Day Substitute Annual CTE Authorization**

The Day-to-Day Substitute Annual CTE Authorization is designed for districts when the CTE teacher of record in a state-approved CTE program is

unavailable sporadically throughout the school year. The Authorization may also be used in the case of a lapsed Standard or Professional CTE Certificate.

- The Authorization must be applied for and paid prior to the substitute entering the classroom.
- The district must document the instructor holds a high school diploma and has at least 2,000 hours of experience. Recent and relevant work experience requirements are defined by the Office of Career and Technical Education (OCTE). Please contact OCTE for further clarification 517-335-5224.