

WORK EXPERIENCE REPORT FORM FOR MICHIGAN PROFESSIONAL TEACHING OR PROFESSIONAL CTE CERTIFICATE

Instructions:

If you are applying for the Professional Teaching or Professional CTE Certificate, this form must be completed by the Superintendent or Chief Official of the employing school district or school and submitted with your application documents. This form can also be emailed to MDE-EDUCATORHELP@MICHIGAN.GOV.

TEACHER IDENTIFIERS

Name _____	_____	_____
(first name)	(middle/maiden name)	(last name)
(PROVIDE AT LEAST ONE ADDITIONAL IDENTIFIER)		
PIC #: _____	Date of Birth: _____	MOECS Application #: _____

CERTIFICATION OF FULL-TIME TEACHING EXPERIENCE

This is to certify that the person named above taught full-time (6 clock hours or more a day) at		
_____	located at	_____
(school/school district name)		school/school district address
from _____	to	_____
(month) (day) (year)		(month) (day) (year)
in grade(s) _____ subject(s) _____		

CERTIFICATION OF LESS THAN FULL-TIME/ INTERMITTENT TEACHING EXPERIENCE (if applicable)

This is to certify that the person named above taught on a less than full-time/intermittent basis at		
_____	located at	_____
(school/school district name)		school/school district address
in grade(s) _____ subject(s) _____		
from _____	to	_____ for a total number of _____ days taught as calculated below
(month/year)	(month/year)	

THIS CANDIDATE'S SERVICE IS RATED: **SUCCESSFUL** **UNSUCCESSFUL***

***When an unsuccessful rating is recorded, please provide an explanation on the reverse side of this page.**

<p>In accordance with Administrative Rule 390.1103, successful teaching must be within the validity of a teaching certificate and is calculated in the following ways:</p> <ul style="list-style-type: none"> A year of employment equals 150 instructional days and may be earned within an academic year; more than 1 year of employment cannot be earned during a single academic year. A year of employment may be accumulated over a period of years. An instructional day is 6 or more clock hours during which a teacher provides instruction to or has contact with students. Two partial instructional days of not less than 3 hours each may be combined to equal 1 day. <p>Validity is defined as being within the subject, content or discipline area and grade level indicated on a certificate that has not lapsed or expired.</p>
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Superintendent or Chief Official's Signature	Date
Name and Title (please type or print)	Area Code/Telephone Number