GUIDELINES FOR REQUIRED WORK EXPERIENCE APPROVAL
TO MEET
MICHIGAN VOCATIONAL AUTHORIZATION REQUIREMENTS

1. Work experience must be part-time and/or full-time paid occupational employment in a State recognized certifiable occupational specialty. Vocational authorization recommendations to the State Certification Department from Ferris require evidence of paid employment. Credit for work experience is based on ‘3’ below.

2. Teaching, paraprofessional (teacher aide), volunteer or internship experience does not fulfill the work experience requirement for vocational authorization. Only paid legal employment or legal self-employment will be accepted.

3. Practitioners in the recognized occupational field must consider the work experience as a major occupation/job within the occupational cluster in which the candidate will be certified to teach. Remotely related occupational experience is not valid in meeting the minimum requirements.

The occupational work experience (2 years/4000 hours) must occur within the six-year period immediately preceding the application for certification. The only exceptions are:

a. Individuals who are covered by a current Michigan Department of Education ‘Annual Authorization’ and whose work experience is within a six year period pre-dating the issuance of the initial and continued/unbroken annual authorization.

b. Certified teachers who are applying for an additional endorsement and whose work experience may, in part, pre-date their entry into teaching at the secondary level. (Usually a one-semester ‘Cooperative Work Internship’ or MOCAC exam is required for an updating of skills.)

c. Competence established by successfully completing a MOCAC examination can be used as a substitute for 2000 hours of work experience if it was not used to establish a major. MOCAC can be used in some occupational areas to validate experience which is not recent.

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4. At least 2000 of the 4000 hour total requirement must be on an hour-for-hour basis if the employment is to be used for vocational authorization. The total work experience requirements may be accomplished as follows:

   a. Four thousand (4000) hours of full-time (two years) or part-time employment. The field experience coordinator assumes responsibility for documenting all experience and determining whether or not to recommend credit for the two years of prior work experience.

   OR

   b. Two thousand (2000) hours of successful, full-time (one year) or part-time professional employment and EDUC 391 Cooperative Work Internship for one semester. For credit to be earned in EDUC 391 (a 400-hour, 8 credit field experience), you must be a Ferris student enrolled in one of the teacher education curricula. Credit may be earned in EDUC 391 while you continue working with your current employer.

5. Self-employment experiences will be considered upon satisfactory documentation of hours worked and indication of directly related performance. Documentation must demonstrate that the applicant was actively conducting a business. See ‘Self-Employment Work Experience’ form

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