GUIDELINES FOR REQUIRED WORK EXPERIENCE APPROVAL  
TO MEET FEERRIS STATE UNIVERSITY AND  
MICHIGAN DEPARTMENT OF EDUCATION  
INTERIM OCCUPATIONAL REQUIREMENTS  

1. Work experience must be part-time and/or full-time, non-teaching paid occupational employment in a State recognized certifiable occupational specialty. Interim Occupational Certificate recommendations to the Michigan Department of Education, Office of Professional Preparation Services from Ferris State University require evidence of paid employment. Credit for work experience is based on ‘3’ below.  

2. Teaching, volunteer or internship experience does not fulfill the work experience requirement for the Interim Occupational Certificate. Only paid legal employment or legal self-employment will be accepted.  

3. Paraprofessional (teacher aide) work can be used for a maximum of 1000 hours.  

4. 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 certificate. The only exceptions are:  

   a. Individuals who are covered by a current Michigan Department of Education ‘Annual Authorization,’ either Initial or Credit-Track.  

   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 old skills.)  

   c. Occupational competence established by successfully completing a MOCAC examination can be used as a substitute for 1000 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. (see ‘b’ above)
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5. 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 interim occupational authorization. The total work experience requirements may be accomplished as follows:

   a. 4000 hours of full-time (two years) or part time (four years) employment.

   OR

   b. 2000 hours of successful, full-time (one year) or part time (two years) professional employment and EDUC 391 Cooperative Work Internship for two semesters (2 x 500 =1000 hours), and the MOCAC assessment. For credit to be earned in EDUC 391 (a 500-hour, 8 credit field experience), you must be a Ferris State University student enrolled in one of the teacher education curricula. 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. Credit may be earned in EDUC 391 while you continue working with your current employer.

6. 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.

7. Professional licensure will NOT be accepted in place of work experience under any circumstances.

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