GUIDELINES AND CHECK SHEET FOR SELF-MANAGED
INTERIM OCCUPATIONAL CERTIFICATE PACKET

Follow instructions for all requirements unless you have negotiated alternatives with FSU

1. Be sure you have taken and passed the ‘Basic Skills’ test and have a major directly related to the area of authorization (see 5 below).

2. Complete the Work Experience History form. Double check (double check) to be certain that all requested information has been provided, otherwise the process will be on hold until that information is gathered.

3. Fill out the top half (only) of the Work Experience Verification form/s and present them to your past and present employers. Let these employers know that this information is vital to your application and that a timely response would be valuable. Also instruct them to date and sign across the seal of the envelope, to mail these envelopes to you. Submit these envelopes unopened. You should ask for copies to be mailed to you in separate envelopes.

4. Include copies not originals of transcripts of the required major/MOCAC test. Do not send certificates or resumes at this time.

5. If you are not now and have never been a Ferris State student you are required to pay a $200.00 processing fee before the School of Education begins processing your packet. This fee is refundable if you become a Ferris student within one year of obtaining your TVA. Applicants who withdraw their applications may receive a 50% refund up to the recording of the work experience hours. After work experience has been recorded, the applicant is not eligible for any refund. Applicants are required to update their file or indicate their intent to continue their application, in writing, within one year of application and at least once a year after that. If this does not occur, but the applicant wishes to re-apply, the initial application process and fee will again be required.

6. Do not return the envelope until you have gathered all required documentation, and have called, and talk with, the vocational officer.

8/04 jn