This packet is self-managed. You must collect all the necessary documentation before returning it to FSU. If you have questions please call John Nickisson at 231-591-2830.

Read all information on each form and Follow the directions or processing may be delayed

1. Read the ‘Guidelines’ form and keep for your reference.

2. Fill out the ‘Work Experience History’ form/s. Answer all questions.

3. If you are claiming your 4000 hours of work experience from an employer Send/give the ‘Work Experience Verification’ form/s to the same employers you listed in number 2. Ask them to be very specific when providing information. We will not accept forms with refusals to provide information or information missing. Talk with the person providing the information. Explain that ALL information is required.

4. If you are claiming your 4000 hours experience from self-employment you must provide ‘verification’ forms from 6 (six) clients who have bought your goods/services spread over the time period you state that you were self employed. You MUST coordinate ALL self-employment requirements with the two-year time period you state on the ‘Self-Employment Vocational Work Experience Requirements’ form. For example, if you state you are providing self-employment verification for 2000-2002, ALL information you provide MUST be valid for that time period. Letters from your bank MUST use those dates or state that the time period includes those dates.

5. Complete the ‘Interim Occupational Application’ form and, if necessary, attach the appropriate check.

6. If you need to take the Michigan Teacher Test for Certification (Basic Skills test only), do so, and include a copy of the results in your packet. Do not return the packet until you have passed all 3 sections. For Basic Skills information, visit http://www.mttc.nesinc.com/ on the web.

7. If you are establishing a major or, renewing old experience or, claiming 2000 hours of experience using the MOCAC (Michigan Occupational Competency Assessment), you must include a copy of those results in your packet. Do not return the packet until you have passed both parts (if appropriate) of the test.
8. 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 after your application date. Applicants who withdraw their application 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.

9. 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.