

## **New Procedures for Career and Technical Education Annual and Credit Track Occupational Authorization Applications**

School districts must apply for Annual Occupational Authorizations (AOA) and Credit Track AOAs **PRIOR** to the instructor being placed in the classroom. Under the School Safety Legislation, persons who have been determined **not** to have a criminal history **may be placed in a classroom AFTER an application for the AOA or Credit Track AOA has been submitted in MOECS. School districts may submit applications as early as August 1 for the coming school year through the Michigan Online Educator Certification System (MOECS) [www.michigan.gov/moeecs](http://www.michigan.gov/moeecs).**

### **Annual Occupational Authorization Applications**

MOECS will send an email with a Pay Fee link to the individual (or the school district if the district pays the fee). Authorizations remain in Pay Fee status for 30 days. Payments not made within 30 days place authorizations in Rescinded status. Instructors continuing to work in assignments while authorizations are in Rescinded status are considered out of compliance subjecting the program to possible recapture of funds and state aid penalty.

### **Credit Track Annual Occupational Authorization Applications**

Official transcripts showing credit taken between September 1 and August 31 of the previous school year must be submitted to the Office of Professional Preparation Services (OPPS). The OPPS will evaluate the application and if approved MOECS will send an email with a Pay Fee link to the individual (or the school district if the district pays the fee). Authorizations remain in Pay Fee status for 30 days. Payments not made within 30 days place authorizations in Rescinded status. Instructors continuing to work in assignments while authorizations are in Rescinded status are considered out of compliance subjecting the program to possible recapture of funds and state aid penalty.

### **Less-Than-Class-Size Annual Occupational Authorization Applications**

LTCS AOAs must also be applied for via MOEC [www.michigan.gov/moeecs](http://www.michigan.gov/moeecs) before LTCS students are placed into the program. Teachers/instructors that provide contractual instruction to K-12 students and are not paid by the district are exempt from the fingerprinting/criminal background check requirement. This is according to Attorney General Opinion (No. 7252) issued October 21, 2010.

Please note that all AOAs, Credit Track AOAs, and LTCS AOAs are valid until August 31 of the school year in which they were issued. Any questions regarding these processes should be directed to:

Michigan Department of Education  
Office of Professional Preparation Services  
Post Office Box 30008  
Lansing, Michigan 48909  
Phone: 517-373-3310