Annual CTE Authorization

Districts seeking qualified individuals from business and industry to instruct in a state-approved Career and Technical Education (CTE) program may do so under an Annual CTE Authorization (formerly an AOA and now ACA). Only the employing district may apply for an ACA through the Michigan Online Educator Certification System (MOECS).

First year issued ACAs must meet the following conditions:

- Districts must verify they have hired the most qualified, and appropriate candidate for the assignment.
- The individual must possess a high school diploma or GED.
- The district must verify the applicant’s work experience meets the recent and relevant requirement of 4,000 hours within ten years from the date of the application. For additional information see the CTE: Recent and Relevant Experience Requirements.
- The individual must be assigned a mentor teacher.
- The ACA must be applied for, approved, and the fee paid prior to the individual entering the classroom.

A district may continue employing this individual if they meet all of the following renewal criteria:

- Verify the individual maintains 4,000 hours of experience. See CTE: Recent and Relevant Experience Requirements.
- Continue with an assigned mentor teacher.
- Teacher has received professional development relevant to developing teaching skills that meet the needs of all learners, including training beyond the local level.
- Teacher has received CTE program-specific professional development consistent with all-aspects of the industry.
- Teacher has received a rating of effective or highly effective through their teacher evaluations.
- The ACA must be applied for, approved, and the fee paid prior to the individual entering the classroom for each school year.

To become a CTE certified instructor, an instructor will need to work with one of the approved CTE educator preparation institutions to receive a Standard CTE Certificate.