

Michigan Test for Teacher Certification (MTTC)

Guidelines for Registration of Career & Technical Education (CTE) Students

Updated August 2015

Introduction

The purpose of this document is to provide registration and associated information to administrators and teachers of Career and Technical Education (CTE) programs at Michigan schools/districts pertinent to students who will be registering for the MTTC Professional Readiness Examination, as authorized by the Michigan Department of Education.

This document contains the following sections:

- Registration
- Payment
- Proper Identification
- Electronic Voucher Code Order Form
- 2014-2015 Electronic Voucher Code Distribution Form
- Contact Information

Registration

Students will register online through the official [MTTC website](#). Each student must create his or her own account. This account is required for the student to register for the test or to make inquiries regarding registration and test scores. Because of laws protecting confidentiality and privacy, each student is expected to register her/himself for a test.

When registering, students will be asked to provide the following information: name, address, daytime telephone number, social security number, date of birth, race/ethnicity (optional), gender (optional), and email address. If the student does not have a valid U.S. social security number, they must obtain a nine-digit Office of Professional Preparation Services (OPPS) number in order to complete the registration. An OPPS registration number may be obtained by calling the MDE at (517) 335-0589.

When registering, students will be asked to answer some background questions. Refer to the [Background Questions page](#) in the "Before You Register" section on the MTTC website for more information. Students enrolled in a CTE program at a Michigan school/district should leave the background question about "Certification Status" blank.

Before registering, students must read and agree to abide by the policies stated in the "[Compliance with Testing Rules](#)" page of the MTTC website, including the Rules of Test Participation, and all procedures and policies contained on the current program website.

Reporting Test Results to CTE. When registering for the MTTC, students will be asked to identify up to three Michigan institutions to receive their scores. Students enrolled in a CTE program at a Michigan school/district should select "Michigan CTE Education Program" (097) from the drop-down list of institutions (see screen shots below). It is not recommended that students select any other institutions unless they fully intend to enroll in a teacher preparation program at that institution. Test results will not be sent to Michigan schools/districts and no schools/districts are included in the list of institutions. Further information can be found on the [institution score-reporting page](#) of the MTTC website. Students should call Customer Service at (800) 823-9225 if they need further help with online registration.

The following three screen shots provide visual instruction to candidates for reporting results to CTE. After selecting the test(s) required, students will be asked to choose the institution which they are currently attending. CTE students should choose "Other/Michigan Institution" from the "Other" menu as shown.



MICHIGAN TEST FOR
TEACHER CERTIFICATION

Home ▾ Test Registration ▾ After You Register ▾ Personal Information ▾ Log Out

Test Registration > Register to Test

Welcome, [REDACTED] ID Number: [REDACTED]

Michigan College or University You Are Currently Attending
 Indicate the Michigan institution you are currently attending that will recommend you for certification. If you want your test scores to be sent to this institution, be sure to include it in the list of institutions to receive scores in the next section.

It is strongly recommended that you indicate at the time of registration institutions that should receive your scores. MTTC test scores are used by institutions to approve a candidate's application for a teaching credential. If you pass the test and have not requested that your scores be sent to your institution, you may need to pay additional fees to do so. In addition, institutions may use test results to provide help to examinees who do not pass the test.

- Michigan institution

or

- Other

Out-of-State Preparation
 Complete this part only if your teacher preparation took place outside of Michigan.
 Identify the state in which you completed teacher preparation requirements for the certification you are seeking.

◀ PREVIOUS NEXT ▶

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Next, students will be asked to provide up to three institutions to receive score reports. “Michigan CTE Education Program” should be selected from the menu as shown, and students must click “ADD” to ensure the CTE program will receive the scores. Finally, the third screen shot shows the screen once a program has been successfully added for score reporting.



MICHIGAN TEST FOR
TEACHER CERTIFICATION

Home ▾ Test Registration ▾ After You Register ▾ Personal Information ▾ Log Out

Test Registration > Register to Test

Welcome, [REDACTED] ID Number: [REDACTED]

Colleges or Universities to Receive Scores
 It is strongly recommended that you indicate at the time of registration institutions that should receive scores. MTTC test scores are used by institutions in teacher credentialing to recommend candidates for a teaching credential. If you pass the test and have not requested that your scores be sent to your recommending institution, you will need to pay additional fees to do so. In addition, institutions also may use test results to provide help to examinees who do not pass the test.

Typically, examinees send their test scores only to the Michigan college or university that they attend or at which they completed their teacher preparation program. The provision for reporting scores to up to three institutions is primarily for individuals applying for admission to Michigan teacher education programs.

You may identify up to three Michigan colleges or universities to receive your scores. Enter each institution only once. All of your scores will be reported to each institution indicated.

Once you have selected an institution, click the "Add" button. Your selection(s) will appear below.

Michigan CTE Education Program ▾ **ADD**

Your Selection(s)

1.
2.
3.

◀ PREVIOUS NEXT ▶

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MICHIGAN TEST FOR TEACHER CERTIFICATION

Home ▾ Test Registration ▾ After You Register ▾ Personal Information ▾ Log Out

Test Registration > Register to Test

Welcome, [REDACTED] ID Number: [REDACTED]

Colleges or Universities to Receive Scores
It is strongly recommended that you indicate at the time of registration institutions that should receive scores. MTTC test scores are used by institutions in teacher credentialing to recommend candidates for a teaching credential. If you pass the test and have not requested that your scores be sent to your recommending institution, you will need to pay additional fees to do so. In addition, institutions also may use test results to provide help to examinees who do not pass the test.

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You may identify up to three Michigan colleges or universities to receive your scores. Enter each institution only once. All of your scores will be reported to each institution indicated.

Once you have selected an institution, click the "Add" button. Your selection(s) will appear below.

Your Selection(s)

1. Michigan CTE Education Program
2. -----
3. -----

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Alternative Testing Arrangements. Alternative testing arrangements that are reasonable in the context of this certification test and supported by documentation may be provided for the following examinees who would not be able to take the test under standard conditions:

- Examinees with disabilities
- Examinees whose religious practices do not allow them to take tests on Saturdays (applies only to paper-based administrations)

Further information about registering for alternative testing arrangements may be found on the [alternative arrangements page](#) of the MTTC website.

After completing the Internet registration process, students will be sent an email acknowledging that they have submitted an Internet registration. Students are not officially registered for the MTTC, however, until they subsequently receive a registration confirmation email. The registration confirmation email will generally be sent within one business day of receipt of registration information.

After registration has been processed and the student has been assigned to a specific test site, each student will receive an admission ticket by email. Students should print their admission ticket and bring it with them to the test site. They should also print a copy for their records.

Payment

Payment for a test registration must be made online at the time of registration, through the official MTTC website registration system. Students enrolled in a CTE program at a Michigan school/district may choose one of two methods of online payment: credit/debit card or electronic voucher.

Credit card payment option. If choosing to pay by credit card, students must provide a valid VISA or MasterCard, or a debit or check card that carries the VISA or MasterCard logo and that can be used without the entry of a personal identification number (PIN). Bank cards without the VISA or MasterCard logo cannot be accepted. A student's school/district may choose to provide them with a prepaid credit card. See "[Test Fees and Payment Policies](#)" for complete information about registration fees and payment policies.

Electronic voucher payment option. As an alternative to credit card payment, students may provide an electronic voucher code as a form of online payment. An electronic voucher is a code that may be used to pay the regular test fee of one paper-based PRE exam. Michigan schools/districts may pre-purchase these vouchers from the Evaluation Systems group of Pearson and distribute them to students enrolled in the CTE program. **These voucher codes will be received, along with instructions, via email within four weeks of receipt of your request by Evaluation Systems.** Therefore, schools/districts will need to take into account registration deadlines in determining when to place an order so as to avoid the need for students to pay any additional fees (e.g., late or emergency registration fees.)

If a Michigan school/district would like to purchase one or more electronic vouchers from the Evaluation Systems group of Pearson, they should fax or mail the Electronic Voucher Code Order Form (attached), including the appropriate payment. Schools/districts may purchase a list of electronic voucher codes using one of the following forms of payment:

- Business Check/Cashier's Check
- Money Order
- Credit Card
- Purchase Order

Upon receiving the voucher codes, each school/district is responsible for distributing them to approved students. Each school/district should track its own distribution of voucher codes. The Evaluation Systems group of Pearson is not responsible for tracking the distribution of voucher codes once these codes have been supplied to a given school/district. We suggest that each school/district designate one staff member to distribute and track voucher code distribution to avoid redistributing voucher codes that have already been expended. Included at the end of this communication is a sample Electronic Voucher Code Distribution Form that the school/district may wish to use in issuing codes to students.

Students redeem their voucher code at the time of online registration. On the "payment" screen, the student should enter the voucher code in the "Voucher" field and click "add." The purchase amount of the voucher code will be deducted from the student's total fees. Credit card payment may be necessary for any fees not covered by the voucher such as registering for additional tests (not advised for CTE students) or late or emergency registration fees. If a student is absent from the test administration, they will not be eligible for a refund nor will the voucher code be applied to a subsequent test administration.

The voucher code will pay the regular registration fee for one PRE exam. Please note that vouchers may be utilized via Internet registration for paper-based test administration dates only; voucher codes may not be applied to a computer-based testing registration. Voucher codes cannot be used retroactively to cover test fees that have already been paid and students will not be refunded for test fees previously paid.

Any refunds owed for any reason will be credited to the purchasing party via the means of payment used to register. For example, a check will be issued for a Money Order or Cash Check payment. A credit card payment will be credited back to the credit card used in the registration process. The standard program [Withdrawal/Refund Policy](#) will be in effect.

Proper Identification

Students must bring to the test center one piece of current, government-issued identification on the day of the test. Identification must be printed in English, with the same name in which the student registered for the test, bearing the student's photograph and signature. Because some students enrolled in a CTE program at a Michigan school/district may not have a valid driver's license, it is important for them to acquire proper identification prior to taking the test.

Acceptable forms of identification include the following:

- Driver's license with photograph and signature
- Passport with photograph and signature
- State identification with photograph and signature (provided by the Michigan Department of State for individuals who do not have a driver's license). For more information, please visit the Michigan [state identification card webpage](#)
- National identification with photograph and signature
- Military identification with photograph and signature
- Alien Registration Card (green card, permanent resident visa)

Unacceptable forms of identification include draft classification cards, credit cards of any kind, social security cards, student IDs, international driver's licenses, international student IDs, notary-prepared letters or documents, employee identification cards, learner's permits or any temporary identification cards, credit cards, and automated teller machine (ATM) cards.

If the student does not have proper identification at the time of the test, they will be denied admission to the test session. If the student is refused admission to the test, for any reason, they will be considered absent and will receive no credit or refund of any kind.

For further information, please refer to the "Identification Policy" located on the page "[What to Bring to the Test Site](#)" on the MTTC website.

**Michigan Test for Teacher Certification (MTTC)
Electronic Voucher Code Order Form**

The fee for each MTTC Professional Readiness Examination (PRE) authorization is \$50.00.

Indicate the number of voucher codes being purchased: _____ (x \$50.00) = _____

Please identify a contact from your school/district to receive voucher codes for distribution to students. **These codes will be received, along with instructions, via email within four weeks of receipt of your request by Evaluation Systems.**

School/District Name	
Contact Name	
Phone Number	
Email Address	

If you would like to receive a receipt for your voucher purchase, check this box:

Authorizing Signature: _____

Payment Information:

You may submit payment by Check, Money Order, Purchase Order, or Credit Card. Cash will not be accepted. Please allow four weeks for processing.

Purchase Order Number: _____

or

Check Number: _____

or

Credit Card Number: _____

Card Expiration date: _____

Purchase orders may be submitted by fax or USPS, and all other forms of payment should be submitted by USPS, to the following address:

Attn: Finance
Evaluation Systems group of Pearson
P.O. Box 660
Amherst, MA 01004-9001
Fax: (413) 256-7058

Michigan Test for Teacher Certification (MTTC) 2014-2015 Electronic Voucher Code Distribution Form

You have been provided a Michigan Test for Teacher Certification (MTTC) electronic Voucher Code. This electronic Voucher Code may be used to pay the registration fee for one (1) MTTC paper-based Professional Readiness Examination (PRE) registration. This voucher may NOT be applied to computer-based testing registration or other fees (e.g., late or emergency registration fees). If you are absent from the test administration, you will not be eligible for a refund nor will the voucher code be applied to a subsequent test administration. **Voucher codes cannot be used retroactively to cover test fees that have already been paid and you will not be refunded for test fees previously paid.**

How to Register for the Professional Readiness Examination (PRE)

Before registering for the PRE, you will need to create an account on the MTTC website, www.mttc.nesinc.com. Choose "Log In" from the MTTC home page, and then click on "Create Account" to begin this process. Please take extra care to enter your personal information accurately as the name you enter in your account will appear on your test registration. **Be sure to enter your name exactly as it appears on the government-issued ID you plan to bring to the test center on the day of your test.** If your ID does not match your ID exactly you will not be permitted to test. You should save your login/password in a safe place for future access to your MTTC MyAccount.

Once you've created an account, choose "[Register Now](#)" and follow the prompts to complete the registration process. Please note, if you are enrolled in a CTE program at a Michigan school/district you should select "Michigan CTE Education Program" (097) from the drop-down list of institutions. It is not recommended that you select any other institutions unless you fully intend to enroll in a teacher preparation program at that institution. Once you are on the "Payment" screen, enter your voucher code in the "Voucher" field and click "Add".

Use the boxes below to mark your registration details for reference during the registration process.

Test Date	Test Area	Voucher Code Number

Important Information

Identification

You must bring to the test center one piece of current, government-issued identification printed in English, in the name in which you registered, bearing your photograph and signature (for example, your State of Michigan driver's license or state-issued identification card). If you do not have proper identification at the time of your test, you will be denied admission to the test session. If you are refused admission to the test, for any reason, you will be considered absent and will receive no credit or refund of any kind. For important information about the day of the test and forms of identification that are accepted for test admission, please refer to the page "[What to Bring to the Test Site](#)" on the MTTC website.

Transportation

Schools participating in the CTE program may or may not choose to provide transportation for students. Please check with your school prior to registration for special instructions regarding which test area would be best for you.

Contact Information

If you have any questions, you may contact the following offices. In all correspondence, please include, or be prepared to provide, your full name, mailing address, and telephone number, and the test(s) about which you are requesting further information.

Email: To send an email request to Evaluation Systems [click here](#).

Ph: (413) 256-2876 or (800) 823-9225

Operating hours: 9:00 a.m.–5:00 p.m. eastern time, Mon–Fri

Holidays excluded:

2015: Sep 7, Nov 26–27, Dec 25

2016: Jan 1, Jan 18, May 30, Jul 4, Sep 5

(Automated Information System available 24 hours daily)

Fax: (413) 256-7083

Mail: **MTTC**
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001

Live

Chat: This service is available when the "Chat now" tab appears in the lower right corner of your [screen](#).

Contact **Pearson VUE** for information about your computer-based test appointment.

Web: www.pearsonvue.com/mttc

Ph: (800) 989-8532
7:00 a.m.–7:00 p.m. central time, Mon–Fri, excluding holidays

Contact **The Michigan Department of Education (MDE)** for information about program policies and out-of-state credential evaluation.

Web: www.michigan.gov/mde

Mail: Michigan Department of Education
Office of Professional Preparation Services
P.O. Box 30008
Lansing, MI 48909

Email: EducatorPrograms@michigan.gov

Ph: (517) 373-3310
9:00 a.m.–11:00 a.m. and 2:00 p.m.–4:00 p.m. eastern time, Mon–Thu, excluding holidays

Contact your advisor or the certification officer at your institution for information about which tests you must take and endorsement information.