

## WORK EXPERIENCE REPORT FORM FOR MICHIGAN PROFESSIONAL TEACHING OR PROFESSIONAL CTE CERTIFICATE

**Instructions:**

If you are applying for the Professional Teaching or Professional CTE Certificate, this form must be completed by the Superintendent or Chief Official of the employing school district or school and submitted with your application documents.

### TEACHER IDENTIFIERS

Name _____	_____	_____
(first name)	(middle/maiden name)	(last name)
<b>(PROVIDE AT LEAST ONE ADDITIONAL IDENTIFIER)</b>		
PIC #: _____	Date of Birth: _____	MOECS Application #: _____

### CERTIFICATION OF FULL-TIME TEACHING EXPERIENCE

This is to certify that the person named above taught full-time (6 clock hours or more a day) at					
_____		located at _____			
(school/school district name)		school/school district address			
from _____	_____	_____	to _____	_____	_____
(month)	(day)	(year)	(month)	(day)	(year)
in grade(s) _____		subject(s) _____			

### CERTIFICATION OF LESS THAN FULL-TIME/ INTERMITTENT TEACHING EXPERIENCE (if applicable)

This is to certify that the person named above taught on a less than full-time/intermittent basis at					
_____		located at _____			
(school/school district name)		school/school district address			
for a total number of _____ days taught as calculated below					
in grade(s) _____		subject(s) _____			

**THIS CANDIDATE’S SERVICE IS RATED:**     **SUCCESSFUL**     **UNSUCCESSFUL\***

**\*When an unsuccessful rating is recorded, please provide an explanation on the reverse side of this page.**

In accordance with Administrative Rule <a href="#">390.1103</a> , successful teaching must be within the validity of a teaching certificate and is calculated in the following ways:	
•	A year of employment equals 150 instructional days and may be earned within an academic year; more than 1 year of employment cannot be earned during a single academic year.
•	A year of employment may be accumulated over a period of years.
•	An instructional day is 6 or more clock hours during which a teacher provides instruction to or has contact with students.
•	Two partial instructional days of not less than 3 hours each may be combined to equal 1 day.
Validity is defined as being within the subject, content or discipline area and grade level indicated on a certificate that has not lapsed or expired.	

_____ Superintendent or Chief Official’s Signature	_____ Date
_____ Name and Title (please type or print)	_____ Area Code/Telephone Number