



STATE OF MICHIGAN

**DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
WORKFORCE DEVELOPMENT**

ADULT EDUCATION

TEACHER CERTIFICATION POLICY

Effective July 1, 2023

Teacher Certification Policy

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I. INTRODUCTION

The State School Aid Act, Section 107 and the Workforce Innovation and Opportunity Act (WIOA), Title II, Adult Education and Family Literacy Act (AEFLA) allocate funding for adult education instructional programs and allowable training programs.

Section 107(2) of the State School Aid Act requires adult education providers to employ certificated teachers and qualified administrative staff, as well as offer continuing education opportunities to allow them to maintain certification. WIOA, Section 203(3) requires the Michigan Department of Labor and Economic Opportunity, Workforce Development (LEO-WD) to administer adult education and literacy activities consistent with the law of the State.

II. PURPOSE

This policy serves to provide supplemental guidance to the Michigan Department of Education (MDE) teacher certification and proper teacher placement requirements as they apply to adult education program offerings that do not instruct K-12 pupils. All administrators of state and federally funded adult education programs are responsible for seeking assistance from MDE to obtain substitute permits as needed.

III. DEFINITIONS

The terms “teacher” and “instructor” are used interchangeably throughout this document to refer to an adult education course’s teacher of record. The teacher of record for an adult education course is responsible for providing instruction, determining instructional methods, diagnosing learning needs, assessing learning, prescribing intervention strategies, modifying lessons, reporting outcomes, and evaluating the effects of instruction and support strategies.

Tutors, both paid and volunteer, may not perform the duties required of the teacher of record and, therefore, are not subject to the Teacher Certification Policy. The teacher of record must coordinate and oversee any support provided by a tutor. The teacher of record is responsible for certifying any attendance reported for a participant, including time spent one-on-one with a tutor.

IV. POLICY GUIDELINES

Adult education administrators shall reference MDE’s teacher placement guidance when hiring instructors and assigning courses. They must comply with any relevant Michigan Compiled Laws or Public Acts regarding educator certification.

Family Literacy, Integrated Education and Training (IET), and Workplace Literacy are program types. The local school district or education entity must hire an instructor in accordance with the certification requirements respective to the curricular content and learner level of the course in which the participant is enrolled, as itemized in the instructional areas below.

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Adult Basic Education (ABE) – The local school district or education entity must hire an instructor with a valid Michigan teaching certificate with an appropriate elementary, middle, or secondary-level endorsement. The entity determines the appropriate subject and grade-level endorsement(s) required to be qualified to teach the course.

Adult Secondary Education (ASE) – The local school district or education entity must hire an instructor with a valid Michigan teaching certificate with an appropriate secondary-level endorsement. The entity determines the appropriate subject endorsement(s) required to be qualified to teach the course.

English as a Second Language (ESL) or Integrated English Language and Civics Education (IELCE) – The local school district or education entity that funds any component of the ESL or IELCE program with [Section 107 funding](#) must hire an instructor with a valid Michigan teaching certificate with an appropriate elementary, middle, or secondary-level endorsement in English/language arts, ESL, or bilingual education. The entity determines the appropriate grade-level endorsement(s) required to be qualified to teach the course.

The local school district or education entity that funds all components of the ESL or IELCE program entirely with WIOA, Title II and/or local funding must hire an instructor that satisfies one of the following:

- Meets the aforementioned Michigan teaching certificate requirements.
- Possesses a bachelor's degree or higher in English, ESL, linguistics, bilingual education, or a closely related degree, and a valid Teachers of English to Speakers of Other Languages (TESOL) certification.

High School Completion (HSC) – The local school district or education entity must hire an instructor with a valid Michigan teaching certificate with an appropriate secondary-level endorsement. The entity determines the appropriate subject endorsement(s) required to be qualified to teach the course.

High School Equivalency (HSE) – The local school district or education entity must hire an instructor with a valid Michigan teaching certificate with an appropriate secondary-level endorsement. The entity determines the appropriate subject endorsement(s) required to be qualified to teach the course.

Placement Flexibilities

Refer to MDE's [Placement Flexibilities: Permits, Approvals, and Authorizations](#) for information regarding teacher and school administrator permits and Career and Technical Education (CTE) Annual Career Authorizations.

Refer to MDE's [Out-of-State Applicants](#) page for information regarding Michigan's Interstate Compact Agreement, application for credential evaluation, and the Temporary Teaching Certificate.

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When an appropriately certified and endorsed teacher is not available, an appropriate substitute permit must be obtained via MDE's [Michigan Online Education Certification System \(MOECS\)](#). This system is available to intermediate school districts, educational service agencies, non-public schools, public school academies, and local education agencies. Educational service providers or management organizations may apply for access. Questions regarding MOECS can be directed to MDE-EducatorHelp@michigan.gov.

V. REPORTING REQUIREMENTS

All state and federally funded adult education programs are required to report instructors and their certifications in the Michigan Adult Education Reporting System (MAERS). Documentation of valid substitute permits for instructors that do not meet the certification requirements of this policy must be available for desk audits and/or monitoring visits.

Educational entities required to report via the Registry of Educational Personnel (REP) for any classes that include K-12 pupils are responsible for understanding the possible State Aid penalties that may result from a certification audit. Questions regarding REP data entry can be directed to MDE or the Center for Educational Performance and Information (CEPI).

VI. REFERENCES AND RESOURCES

1. [State School Aid Act of 1979](#) (Refer to [Michigan Legislature Bill Search](#) for current version.)
2. [Workforce Innovation and Opportunity Act of 2014](#)
3. [Michigan Compiled School Laws](#)
4. [Educator Certification Public Acts](#)
5. [Proper Placement Considerations](#)
6. [Appropriate Placement of Educators](#)
7. [Out-of-State Applicants](#)
8. [Office of Educator Excellence](#)
9. [Registry of Educational Personnel](#)
10. [Center for Educational Performance and Information](#)

VII. CONTACT INFORMATION

Questions regarding this policy can be submitted by email to LEO-AdultEd@michigan.gov or by calling 517-335-5858.