

CTE: Recent and Relevant Experience Requirements

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 Career Authorization](#) (ACA). Experience must be recent and relevant to the CTE area for which the ACA is applied. These same guidelines apply when the recommendation for CTE certification is made by a Michigan Department of Education (MDE) approved educator preparation institution.

Recent Experience

Recent experience is that which is earned within the preceding **ten-year** period from the date of the ACA application or recommendation for CTE certification by an MDE approved educator preparation institution.

Candidates who hold a current and valid State of Michigan licensure or national certification in the CTE program area may include up to 4,000 hours used to obtain their original licensure. Examples include Cosmetology license, Builders license, Registered Nurse license, Emergency Medical Technician license, Federal Aviation and Aeronautics (FAA) license, Automotive Service Excellence (ASE) certification, American Welding Society (AWS) certification, etc.

Teaching experience earned while employed under the ACA may be accepted by an [MDE approved CTE educator preparation institution](#) for individuals pursuing a [Standard CTE Certificate](#). Educator preparation institutions will be required to document and maintain an individual's work experience in their files.

Relevant Experience

Relevant experience is that which is acquired through business or industry and employment has been directly related to the CTE area. See Career Cluster Frames at [Advance CTE](#) for examples of job titles. For questions about job titles not listed on the Career Cluster Frame, contact the appropriate [CTE program consultant](#).

All 4,000 hours may come directly from business and industry experience, which includes specific military job experience (Military Occupational Specialty, rate, etc.) Candidates may use up to 3,000 hours earned from a combination of the following seven alternatives, if needed, to meet the required 4,000 hours of relevant experience.

1. Supervised Experience (Internships) – May use up to 2,000 hours

- Must be completed through a planned program of directed and supervised experience by a postsecondary institution approved by the MDE.
- Carry course credit indicated on the candidate's official transcript.
- Be a planned and comprehensive experience in the candidate's CTE specialty.

2. Completion of CTE Teacher Certification Program at approved postsecondary institution – May use up to 2,000 hours

- Student shall complete all academic requirements to complete the degree to receive these hours.

3. Student Teaching – May use up to 1,000 hours

- Student teaching placement must be in the specific CTE area for which the endorsement is being sought and within a state approved CTE program.
- Must be supervised by the recommending CTE educator preparation program and documented on the candidate's official transcript.

4. Occupational Assessment – May use up to 2,000 hours

- The assessment must be specific to the CTE field and performance must be documented. Visit the [Michigan Occupational Competency Assessment Center](#) for information.
- The results must be retained by:
 - the candidates
 - the postsecondary institution recommending CTE certification
 - the school district applying for the Authorization
- A candidate who uses the CTE competency assessment for experience may NOT also use the test for establishing university academic credit.

5. Business or Industrial Training Program – May use up to 2,000 hours

- Evidence must indicate that the candidate participated in or instructed a business or industry training program directly related to the specific CTE program in which the ACA or certification is being sought.

6. Postsecondary Instructor – May use up to 2,000 hours

- Postsecondary instruction of a CTE program must be in the specific CTE area for which the Authorization or CTE endorsement is sought.

7. Paraprofessional – May use up to 1,500 hours

- Paraprofessional hours earned within an approved CTE program may be accepted towards the 4,000 required hours.

Teaching Experience Under an Authorization

Experience earned while teaching under an ACA in a state-approved CTE program may be used to renew an ACA if:

- Teaching and industry experience equals 4,000 hours.
- Teacher has received CTE program-specific Professional Development.
- Teacher has received effective or highly effective or the administrator has determined that the teacher is progressing toward a rating of effective or highly effective in evaluations.

Documentation Requirements

In addition to the applicant retaining copies, verifying documentation will be retained by the employing school district applying for an ACA or the educator preparation institution recommending CTE certification.

Applicant experience of wage-earning employment associated to the CTE program area is to be verified by up to three methods of documentation to substantiate experience. Evidence may include items such as:

- W-2s, tax returns
- Job/position descriptions
- Letters verifying work experience from employers
- Statements from clients or suppliers (self-employment)
- Other documents may also be accepted (such as military records)

Other experience opportunities associated to CTE programs to meet the 4,000-hour work requirement could include work with non-profit organizations, a volunteer firefighter, family-operated business, or self-employment. The same verifying documentation requirements noted above applies to these positions.

For questions about the use of experience, contact the appropriate [CTE program consultant](#) in the Office of Career and Technical Education. For information on obtaining an ACA or CTE Certification contact the [Office of Educator Excellence](#).