



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: April 1, 2025

TO: Career Education Planning District (CEPD) Administrators
Approved Local Directors of Career and Technical Education

FROM: Celena A. Mills, Director *cm*
Office of Career and Technical Education

SUBJECT: 61a(2) Application for Full-Time Career and Technical Education
Administrator Reimbursement

Applications are being accepted for the 61a(2) Application for Career Education Planning District (CEPD) Administrators and Local Directors of Career and Technical Education (CTE) Administrator Reimbursement. Approval of receiving funds under Section 61a(2) comes with the expectation that CEPD and CTE administrators attend the OCTE Fall and Spring Updates and the Michigan Career Education Conference. All CEPD administrators and grant coordinators are expected to attend the Grants Dissemination Workshop.

The application, work plan, and assurances document must be completed electronically through the [MDE-CTE Portal](#) using **MILogin**. Tables within the work plan section will automatically expand as information is entered. Administrators with an approved 2024-25 work plan may elect to extend the plan.

Please Note: New requirements were established for Administrator certification effective September 1, 2018. Please note that an administrator certificate is necessary for all new applicants. [School Administrator Certificates](#)

New (or first-time funded) Administrators are required to submit their qualifying credentials in the MDE-CTE portal.

STATE BOARD OF EDUCATION

PAMELA PUGH – PRESIDENT • ELLEN COGEN LIPTON / TIFFANY D. TILLEY – CO-VICE PRESIDENTS
JUDITH PRITCHETT – SECRETARY • MARSHALL BULLOCK II – TREASURER
MITCHELL ROBINSON – NASBE DELEGATE • TOM MCMILLIN • NIKKI SNYDER

Qualifying credentials must include all the following:

1. Copy of all college transcripts – Please redact social security number. (student copy acceptable)
2. Current resume or vitae, and
3. Copy of notarized teacher and administrator certification credentials

Please refer to [Administration Manual Section 1](#) for more information.

Application submissions are due June 3, 2025. NOTE: Applications for NEW hires ONLY will be accepted by the MDE-OCTE until October 1, 2025, using the same submission process as listed above.

The Department is required to develop this process under the authority conferred on the superintendent of public instruction by [Section 61a of 1979 PA 94, MCL 388.1661a](#), and [Executive Reorganization Order No. 2007-1, MCL 388.998](#).

Please direct questions to Mrs. Deb Miller, Career Readiness Unit Supervisor at MillerD66@Michigan.gov.

cc: MDE-OCTE Staff