

EASTERN
MICHIGAN UNIVERSITY

COLLEGE *of* EDUCATION

Undergraduate Group Advising

Winter 2020

Choosing an Education Major

Elementary Education

Students who choose Elementary Education will have the opportunity to become certified to teach grades K-5 all subjects as well as 6-8 in a self-contained classroom. All students who choose Elementary Education will select either one comprehensive major or the Liberal Arts Major for Elementary Education and two elementary minors.

With successful completion of certification requirements students will be:

- Certified to teach grades K-5 all subjects and grades 6-8 in a self-contained classroom
- Endorsed to teach K-8 in the major/minor content area with passed appropriate MTTC
- Early Childhood majors will be endorsed to teach Pre-K and Pre-K Special Ed with passed appropriate MTTC
- Teaching English as a Second Language minors will be endorsed to teach ESL K-12 by passing ESL MTTC

Secondary Education

Students who choose secondary education will have the opportunity to gain certification to teach grades 6-12 in a particular subject area. Certain majors allow a person to teach grades K-12. Generally, secondary education students are required to choose a teachable major as well as a minor. Certain majors do not require a minor. Students who chose a secondary teachable minor will be able to teach that subject as well as their major subject.

With successful completion of certification requirements students will be:

- Endorsed to teach grades 6-12 in major subject area unless noted as K-12
- Endorsed to teach grades 6-12 in minor subject area unless noted as K-12 if a secondary education minor is chosen

Special Education

Students who choose special education follow either the Elementary or the Secondary track and choose one of the disability areas. Students who choose Elementary Education will have a comprehensive major which includes the liberal arts and special education coursework. Those who choose secondary education will select a Secondary Education Minor to go along with the Special Education Major.

With successful completion of certification requirements students will be:

- Endorsed to teach Special Education K-12 in disability area
- Endorsed to teach Special Education Resource Room
- Elementary majors endorsed to teach K-5 all subjects and 6-8 self-contained
- Secondary majors endorsed to teach 6-12 in their minor subject area

Majors, Minors, and K-12 Programs for Initial Teacher Certification

Secondary Education

Majors

Biology
Business, Management, Marketing and Technology
Chemistry
Communication and Theatre Arts
Earth Science
English Language, Literature and Writing
French Language (6-12 or K-12)
Geography/History (*No minor required*)
German Language and Literature (6-12 or K-12)
History/Geography (*No minor required*)
Integrated Science (*No minor required*)
Japanese Language and Culture K-12
Mathematics
Music Education - Instrumental K-12 (*No minor required*)
Music Education - Vocal K-12 (*No minor required*)
Physical Science Comprehensive (*No minor required*)
Physical Science with a Science Minor
Physics
Social Studies/Economics (*No minor required*)
Social Studies/Geography (*No minor required*)
Social Studies/History (*No minor required*)
Social Studies/Political Science (*No minor required*)
Spanish Language (6-12 or K-12)
Visual Art Education K-12 (*No minor required*)

Minors

Biology
Chemistry
Communication and Theater Arts
Earth Science
English Language, Literature and Writing
French Language
German Language
Mathematics
Physics
Psychology
Spanish Language
Teaching English as a Second Language K-12
Vocational Technical

Elementary Education

*Students choose either a Comprehensive Major
or Liberal Arts Major with Two Minors*

Comprehensive Majors

Integrated Science
Language Arts
Mathematics for Elementary Teaching
Reading
Social Studies
Early Childhood Education

Liberal Arts Major with Two Minors

Integrated Science
Language Arts
Mathematics for Elementary Teaching
Reading

One of the minors may be:

French Language
German Language
Spanish Language
Teaching English as a Second Language K-12

Special Education Endorsement

Students choose one Special Education Major

Teachers of students with:

Autism Spectrum Disorders
Cognitive Impairment
Emotional Impairment
Learning Disabilities
Physical and Other Health Impairment
Communication Sciences and Disorders

Choose Secondary or Elementary Track

Elementary Special Education Majors will include the Liberal Arts curriculum.

Secondary Special Education Majors will choose a Secondary Education Minor (Psychology and TESOL not available to Special Education Majors).

College of Education Non-Teaching Programs

Programs not leading to teacher certification

Communication Sciences and Disorders- Health Care Track
Children and Families
Interdisciplinary Leadership Minor
Special Education Non-Teaching Minor

Initial Teacher Preparation Program Admission

Teacher Preparation Candidacy

- Complete 56 credit hours
- Meet EMU grade point average (GPA) requirements of:
 - An overall EMU GPA of 2.5 or higher based on a minimum of 12 credit hours taken at EMU.
AND an EMU GPA of 2.5 or higher in the major based on at least one course.
 - OR Transfer to EMU with 56 credits and a cumulative transfer GPA of 3.0 or higher
- A grade of “C” or higher in the following courses (if taken):
 - Elementary: WRTG 121, CTAC 124, MATH 108, MATH 110E, PHY 100, ESSC 202, professional education courses, and if special education PSY 101
 - Secondary: WRTG 121, CTAC 124, quantitative reasoning, one lab science, professional education courses, and if special education PSY 101
- Provide an ICHAT criminal background check and Statement of Civil/Criminal Convictions. A person may be denied admission based on a civil/criminal conviction issue. Students with issues will need to provide:
 - A copy of the Judgment of Sentence, or Registrar of Actions, or Certification of Conviction
 - A written explanation of the offense(s)
- Documentation of attendance at Group Advising Session

Be sure to be admitted to TPC before taking these classes!

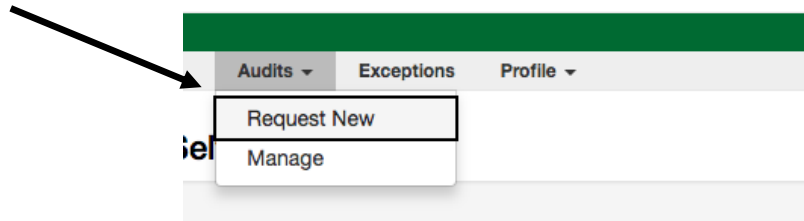
ARTE	<ul style="list-style-type: none"> •ARTE 358 •ARTE 359L4 •ARTE 360 •ARTE 460 	FLAN	<ul style="list-style-type: none"> •FLAN 411 •FLAN 441/480 		
BIOT	<ul style="list-style-type: none"> •BIOT 303 •BIOT 403 	GEOG	<ul style="list-style-type: none"> •GEOG 348 		
BMMT	<ul style="list-style-type: none"> •BMMT 360 •BMMT363 •BMMT366 	HIST	<ul style="list-style-type: none"> •HIST 308 •HIST 481 		
CHEM	<ul style="list-style-type: none"> •CHEM 325 	LTEC	<ul style="list-style-type: none"> •LTEC 330 	RDNG	<ul style="list-style-type: none"> •RDNG 310 •RDNG 311
CTAC	<ul style="list-style-type: none"> •CTAC 307 	MATH	<ul style="list-style-type: none"> •MATH 306W •MATH 381 	SPAI	<ul style="list-style-type: none"> •SPAI 430 •SPAI 440
CURR	<ul style="list-style-type: none"> •CURR304 •CURR 305 •CURR 308 	MUED	<ul style="list-style-type: none"> •MUED 330 •MUED 331 •MUED 332 •MUED333 •MUED 334 	SPEI	<ul style="list-style-type: none"> •SPEI 401 •SPEI 449
EDPS	<ul style="list-style-type: none"> •EDPS340 	PRCT	<ul style="list-style-type: none"> •PRCT 304L4 •PRCT 305L4 •PRCT 310L4 •PRCT 331L4 	SPCI	<ul style="list-style-type: none"> •SPCI 429 •SPCI 483
ENGL	<ul style="list-style-type: none"> •ENGL 409W 	PHY	<ul style="list-style-type: none"> •PHY 325 	SPPI	<ul style="list-style-type: none"> •SPPI 414
ESSC	<ul style="list-style-type: none"> •ESSC 347 	PHED	<ul style="list-style-type: none"> •PHED 460 •PHED 485 	SPGN	<ul style="list-style-type: none"> •SPGN 390 •SPGN 461 •SPGN 471 •SPGN 481
				TEDU	<ul style="list-style-type: none"> •TEDU 460

How to Run an Online Audit

To access your audit, log into your my.emich account and follow the steps below:

- Click on the “Student” tab
- Choose the “Student Services” link
- Select “Student Records”
- Click on the “UG Degree Audit (u.achieve)” link

To run a new audit, or view any previous audits, click on the ‘Audits’ tab on the toolbar at the top of the page. Then, select “Request New” to run a new audit or “Manage” to view any previously run audit.



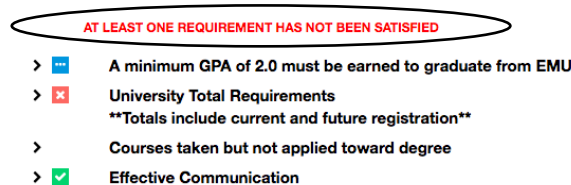
When you “request new” audit, two options will appear: 1) run declared programs and 2) select a different program.

- If declared program is correct, choose “Run Declared Programs”
- If declared program is incorrect:
 - Choose “Select a different program”
 - Select your desired program catalog year (the semester and year that you began at EMU)
 - Now click on “Run Declared Programs”

How to Read an Online Audit

At the top of each audit, there will be a header indicating the status of the overall audit. There are three different messages that may appear:

- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED – This indicates that there is at least one requirement that has NOT been fulfilled.
- ALL REQUIREMENTS COMPLETED – IN-PROGRESS COURSES USED – This indicates that the audit is met using in-progress courses and may change if courses are withdrawn or failed.
- ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET – This indicates that the audit has been completely met.



Under each tab, you will see one of three colored boxes indicating whether that area is unfulfilled, in progress or completed:

A screenshot of an audit interface showing various requirement categories. Three callout boxes are overlaid on the image:

- Red: Unfulfilled**: Points to the "Knowledge of Disciplines - Arts" category, which has a red 'x' icon.
- Green: Completed**: Points to the "Knowledge of Disciplines - Humanities" category, which has a green checkmark icon and shows "EARNED: 6.0 HOURS" and "2 SUB-GROUPS".
- Blue: In Progress**: Points to the "Knowledge of Disciplines - Humanities" category, which has a blue 'IP' icon.

The interface also shows a table of courses with columns for course ID, name, credits, and type. For example, "FA17 CHL 207" (3.0 RE RE Intro to Children's Literatur) and "FA16 PHIL100" (3.0 TCR Intro to Philosophy) are listed under the Humanities category.

Pre-Student Teaching

Each student in the Initial Teacher Preparation Program is required to complete at least 100 clock hours of pre- student teaching field experience. Additional hours are required for some subjects. A guide to pre- student teaching field experiences can be found at

<https://www.emich.edu/coe/students/undergraduates/student-teaching.php>.

Pre-student teaching is an important part of your preparation to become a teacher because it:

- Helps you develop as a professional and prepares you for student teaching.
- Is necessary in order to complete some of the assignments in your professional education courses.
- Allows you to gain important experience working with children in grades K-12.
- Allows you to work with professional teachers in your subject area(s).
- Helps you to confirm that teaching is the right profession for you.

Requirements

1. At least 100 clock hours of pre-student teaching field experience prior to student teaching. 150 hours for special education majors.
2. Clock hours **within three years** of student teaching.
3. A minimum of observation in two different classrooms is required; one of which is multicultural or urban.
4. A minimum of 50 hours in your elementary or secondary major. Additional hours can be from other age appropriate, structured learning environments like: tutoring, coaching, scouting, recreational programs, substitute teaching, and school activities.
5. Students majoring in special education will complete a minimum of 150 hours. The hours will be divided as follows: 50 hours in your general education subject, 50 hours in a special education elementary classroom, and 50 hours in a secondary special education classroom.
6. Hours will be documented on the Pre-student Teaching Field Experiences Verification Form found inside and outside of 206 Porter or in 313 Porter or at <https://www.emich.edu/coe/formsmanualshandbooks/index.php>.
7. If you are a special education major, you hours will be documented on an “orange card” found in 128 or 206 Porter. Music Education and Physical Education majors will document their hours in their course packs.
8. The completed Pre-student Teaching Field Experiences Verification Form or orange card will be submitted to the Office of Academic Services (206 Porter) when you are ready to register for student teaching.



Student Teaching

Student teaching is the capstone experience in the Initial Teacher Preparation Program. It is an intensive internship. Students apply for student teaching **7-8 months in advance** of their student teaching semester. Applications are available online at <https://www.emich.edu/coe/formsmanualshandbooks/index.php>.

- Applications for **FALL** semester student teaching are due by the previous **JANUARY 15th**.
 - Additional materials are due **AUGUST 15st**.
- Applications for **WINTER** semester student teaching are due by the previous **JUNE 15th**.
 - Additional materials are due **DECEMBER 15st**.
- **ALL** professional education courses and all courses requiring a “C” or higher prior to student teaching must be completed. You can student teach if you have one class remaining from your major or minor. You may not student teach if you have more than one class remaining.
- While you can take a course in your major or minor during or after student teaching, it is not recommended. Student teaching is a very time-intensive experience. Additionally, any class taken during the student teaching semester cannot interfere with student teaching. You can take no more than 15 credits during your student teaching semester.
- You will be asked to list three school districts for the purpose of placement. You may not arrange your own student teaching placement. You may not student teach in a school where you were previously a student or where a relationship with school staff members, students, or board members would impact your evaluation. The evaluation process needs to be fair and objective.
- EMU will work to place each student teacher into a site that will be rewarding and successful
- Students with special needs should contact the Disability Resource Center (246 Student Center, 734.487.2470) and the Director of Student Teaching (206 Porter, 734.487.1416) before the beginning of the student teaching semester.
- The final decision for placement in student teaching is made by the College of Education at EMU.
- Student teachers must provide a recent copy of their criminal history record from the state of Michigan.

EMU seeks student teaching placement sites that have a rich and dynamic academic and institutional environment. The College of Education, through the Office of Academic Services, identifies student teaching placement sites by evaluating areas that support schools, teachers, and children. Diversity, highly qualified teachers, a high level of parent involvement, and commitment to improved student achievement are only a few of the factors that comprise a quality student teaching placement. Student teaching placements are based upon the potential for pre-service growth and development of the EMU student teacher. Public, charter, alternative, and non-traditional sites will be considered based upon the suitability of a placement to enhance skills learned throughout EMU’s Initial Teacher Preparation Program. EMU is primarily interested in sites where multiple student teachers can be placed each semester.

MTTC Subject Area Tests for Teaching Certification

Students are required to pass their certification exams in their subject areas before they can obtain teacher certification.

- Elementary Teacher Certification: Candidates for Elementary Teaching Certification will pass MTTC #103 Elementary Education. Candidates who want to teach in their majors and minors will also pass the corresponding subject-area tests.
- Secondary Teacher Certification: Candidates for a Secondary Teaching Certification will pass the corresponding subject-area test for the major and minor subject areas. Candidates seeking endorsements in more than one field of study will take the MTTC subject-area test for each field.
- Special Education Endorsement: Special Education students will take the MTTC test in their special education major. Elementary majors will take #103 Elementary Education. Secondary majors will take the subject-area test of their minor.

Choosing the Correct MTTC Subject Test

Elementary Education Majors/Minors MTTC Subject Test Numbers:

Program	Test Number
Elementary Education/Liberal Arts	MTTC #103, ZG
Early Childhood Education	MTTC #106, ZS
French	MTTC #023, FA
German	MTTC #024, FB
Integrated Science - Elementary	MTTC #093, DI
Language Arts Group	MTTC #090, BX
Mathematics For Elementary Teaching	MTTC #089, EX
Reading	MTTC #005, BT
Social Studies Group	MTTC #105, RX
Spanish	MTTC #028, FF
Teaching English as a Second Language	MTTC #086, NS

Special Education Majors/Minors MTTC Subject Test Numbers:

Program	Test Number
Autism Spectrum Disorder	MTTC #064, SV
Cognitive Impairment	MTTC #056, SA
Emotional Impairment	MTTC #059, SE
Learning Disabilities	MTTC #063, SM
Physically Otherwise Health Impaired	MTTC #058, SC
Speech and Language	MTTC #057, SB

Secondary Education 6-12 and K-12 Majors/Minors MTTC Subject Test Numbers:

Program	Test Number
Biology	MTTC #017, DA
Business, Marketing, Management & Technology	MTTC #098, GQ
Chemistry	MTTC #018, DC
Communication & Theater Arts	MTTC #004, BD
Earth Science	MTTC #020, DH
Teaching English as a Second Language (K-12)	MTTC #086, NS
English Language, Literature & Writing	MTTC #002, BA
French (K-12 option)	MTTC #023, FA
Geography/History Comprehensive	MTTC #008, CB MTTC #009, CC
German (K-12 option)	MTTC #024, FB
School Health Education Minor	MTTC #043, MA
History/ Geography Comprehensive	MTTC #009, CC MTTC #008, CB
Integrated Secondary Science	MTTC #094, DI
Japanese Language and Culture (K-12)	MTTC #100, FL
Mathematics	MTTC #022, EX
Music Instrumental (K-12)	MTTC #099, JQ
Music Vocal (K-12)	MTTC #099, JQ
Physical Education (major K-12, minor 6-12)	MTTC #044, MB
Physics	MTTC #019, DE
Psychology	MTTC #011, CE
Social Studies Economic Comprehensive	MTTC #084, RX MTTC #007, CA
Social Studies Geography Comprehensive	MTTC #084, RX MTTC #008, CB
Social Studies History Comprehensive	MTTC #084, RX MTTC #009, CC
Social Studies Political Science Comprehensive	MTTC #084, RX MTTC #010, CD
Spanish (K-12 option)	MTTC #28, FF
Visual Arts	MTTC #095, LQ
Vocational Technical	No MTTC test

To register for an MTTC test or for further information visit

www.mttc.nesinc.com

COE Registration F.A.Q.'s

Q: How do I know what date and time to register for classes?

A: You can check your registration time at <http://www.emich.edu/registrar/calendars/appointments.php>

Q: Can I register for Phase I and Phase II classes if I have not yet been admitted to Teacher Preparation Candidacy?

A: Program admission is not checked at time of registration. You will never receive a registration error based on your program admission status. However, keep in mind that you must be admitted to Phase I or Phase II of the Initial Teacher Preparation Program prior to the first day of the semester in order to remain in classes that require program admission. Classes in Phase I and Phase II, with the exception of SFCE 328W and RDNG 300 require program admission.

Q: How do I register for Practicum (PRCT) classes?

A: PRCT classes are always taken concurrently with a CURR or RDNG class. To register for PRCT, first register for the CURR or RDNG class. Next, take a copy of your recent ICHAT background check <http://apps.michigan.gov/ICHAT/Home.aspx> to the Department of Teacher Education in 313 Porter and request permission to register for PRCT. This is required every semester you take a PRCT class.

Q: I am trying to register for a class but received an error message. Why?

A: A list of common registration errors and explanations are written below. If you are still not sure why you are receiving an error after reading below, please call the department that teaches the class.

Common Registration Errors

Department Permission Required Error: This error message will be received any time a student attempts to register for a class that requires department permission unless permission has been obtained. Examples of classes that require department permission are PRCT classes, SPSI classes or special sections of PHED 257. If you receive this error, call the department that houses the class to request permission. All PRCT classes require that you provide a recent copy of an ICHAT background check.

Prerequisite Error: This error message will be received any time a student attempts to register for a class for which he/she does not have the pre-requisite class on his/her EMU transcripts. This could occur if a student has not taken the pre-req or could occur if the student had a substitution written for the pre-req. For example, if a person transferred in Human Development and Learning and the class appears as EDPS 000, the computer will not recognize it as EDPS 322 or 325. The student with EDPS 000 on his/her transcripts will get an error when attempting to register for any class for which EDPS 322 is the pre-req. To avoid this error, take classes in required order or if you have a substitute for the pre-requisite, contact the department that teaches the class and ask to have the pre-requisite waived.

This error also occurs when Speech Pathology- Health Care Track students register for RDNG 300. Speech Pathology clinical majors are waived from the pre-req EDPS 325. Please request a pre-req waiver from advisors in 206 or 313 Porter.

Class Restriction Error: This error occurs when a student attempts to register for a class that requires the student to be in a different class year. For example, EDPS 322 and EDPS 325 require sophomore standing. A student who is a freshman who attempts to register for EDPS 322 will receive a Class Restriction. To avoid this error, confirm that you are eligible for the class prior to registration. Contact the department to gain permission to register for a class if you will be eligible after this semester. For example, a freshman who will be a sophomore by the following semester can contact the Department of Teacher Education at (734)-487-3260 to request permission to register for EDPS 322.

Major Restriction Error: This error occurs when a student attempts to register for a class that requires the student to be in a different major. For example, a student is required to be an elementary education major in order to take PHY 100 or MATH 108. A student who attempts to register for PHY 100 who is not declared elementary or elementary intent, will receive a major restriction.

Major Restriction (in honors classes): This error occurs when a student who is not declared in the Honors College attempts to register for a class restricted to students in the Honors College. To avoid this error, check the column all the way to the right to determine if a class has a special designation.

Link Error: This error occurs when a student attempts to register for one section of the lecture/lab course without registering the other section of the lecture/lab course. For example, a person who registers for PHY 100 will notice that some sections are worth 3 credits (lecture) and some sections are worth 0 credits (lab). That person would register for one of the lecture sections and one of the lab sections at the exact same time.

Co-requisite Error: This error occurs when a student attempts to register for a class that must be taken with another class. For example, PRCT with either CURR or RDNG. Another example is ECE 214 and ECE 215. The ECE example is even more complicated because ECE 215 has a lecture and a lab. Therefore, a person will need to register for the ECE 214 lecture, the ECE 215 lecture, and the ECE 215 lab at the same time.

Via

Students use Via for online portfolios and for submitting assignments for specific courses.

Faculty use Via for assessment of student learning outcomes, and to provide formative feedback to students. Faculty use Via to submit your dispositions review needed for full Teacher Preparation Candidacy admission.

When you take your first class that requires Via, you will need to purchase your account by following the directions on this College of Education webpage:

<https://www.emich.edu/coe/students/via-support.php>

Checklist for Program Completion

- 1) **Apply to EMU** as an undergraduate student. Send all official transcripts from other institutions to the Office of Admissions (401 Pierce, 734.487.3060).
- 2) **Attend an Undergraduate Group Advising Session(s)** at your earliest convenience. Attend the ECE group advising session, as well, if you are interested in earning the early childhood education endorsement. See <http://www.emich.edu/coe/calendar/index.php> for dates and times.
- 3) **Meet with a Professional Advisor** in the College of Education Office of Academic Services (206 Porter). You can schedule an appointment by calling 734-487-1416 or visiting <http://www.emich.edu/coe/oas/docs/forms/advising-session-request-form.html>.
- 4) **Investigate Majors and Minors** as early as possible. The undergraduate catalog has course requirements for majors and minors and can be accessed at catalog.emich.edu. Declare your intended major and minor at http://www.emich.edu/uacdc/forms_library/majmin.php. Remember that major and minor options can change prior to your admission to the Initial Teacher Preparation Program.
- 5) **Continue to Meet with Advisors.** Choose either faculty advisors in your major(s)/minor(s) departments or professional advisors in college advising centers.
- 6) **Complete an ICHAT background check** at www.michigan.gov/ichat. This background check currently costs \$10 and is valid for one year. An applicant with a civil/criminal issue may need to go through additional admission review and can be denied admission based on this issue.
- 7) **Apply to Phase I of the Initial Teacher Preparation Program** as soon as you have earned 56 credit hours with at least 12 credits at EMU with a 2.5 GPA overall and a 2.5 GPA in your major OR transferred at least 56 credit hours to EMU with a cumulative 3.0 GPA. In addition to the credit hour and GPA requirements, you will need a passing score on **at least one of the subareas** of the state required skills examination, a C or higher in specific courses if taken, be free from civil/criminal conviction issues, and be a student in good standing at EMU. The application is found and submitted through your my.emich.edu account.
- 8) **Apply for Full Admission to Teacher Preparation Candidacy** once you have official test scores showing passing scores on **all three** areas of the state required skills examination. A grade of “C” or higher in Phase 1 classes, a dispositions review from Curriculum, and met all other program requirements.
- 9) **Maintain Requirements** to continue in the program. Continuance in the Initial Teacher Preparation Program requires that you continue to meet all admission requirements and university continuance requirements. Be sure that you are seeking advising and that you understand the policies around repeating classes. Also, if you are seeking financial aid, be sure to understand federal requirements about academic progress.
- 10) **Complete Pre-Student Teaching and Professional Education classes** while completing pre-student teaching requirements and practicum classes. Field experience requirements vary by major. Be sure you are clear on requirements specific to you.

- 11) **Apply for Student Teaching** about 8 months in advance of your intended student teaching semester (Fall or Winter only). Student teaching applications are available online at <https://www.emich.edu/coe/formsmanualshandbooks/index.php>. Complete the application online, print it, and submit your materials to the Office of Academic Services (206 Porter, 734.487.1416). The deadline to apply for Fall student teaching is January 15th and the deadline to apply for Winter student teaching is June 15th

- 12) **Complete a self-audit** throughout your time at EMU. This is found in your my.emich.edu account. Click on the Student tab, the Student Records tab, and then on UG Degree Audit. This step should be done repeatedly throughout your program.

- 13) **Take the appropriate subject area test for your major(s)/minor(s).** A good time to take these tests is the last semester of your professional education courses (i.e. right before students teaching). Registration information and study guides are available at www.mttc.nesinc.com. The catalog contains information on which test(s) you will need to take. All elementary and elementary special education majors take test #103 (Elementary Education) in addition to other subject area tests. Secondary education, secondary special education, and K-12 majors take tests in both their major and minor.

- 14) **Apply for Graduation** as soon as you have registered for your final semester. This should be your student teaching semester. The application can be found in your my.emich.edu account. Log on to my.emich.edu, click on the Student Services Tab, click on Student Records, click on Apply to Graduate, and follow the instructions. Please note: you must apply for your teaching certificate separately.

- 15) **Visit the University Advising and Career Development Center** (200 McKenny Hall, 734.487.0400) if you need assistance with a job search, résumé preparation, or interviewing skills. EMU's University Advising and Career Development Center hosts a job fair for teachers each April. See www.emich.edu/uacdc/ in February for more information.

- 16) **Meet MDE Certification requirements in Adult and Child CPR and First Aid.** Current certification is required at the time you are recommended for your teaching certificate. Submit Adult and Child CPR and First Aid certification cards to Service EMU in the Student Center or bring to 206 Porter. Certification must be earned from a Michigan Department of Education approved provider.

- 17) **Submit a Recommendation Semester Statement of Civil/Criminal Conviction** in your final semester. This form will ask civil and criminal history questions and will be signed at the end of student teaching. The Michigan Department of Education can deny teacher certification based on civil/criminal convictions.

- 18) **Apply for Certification using the Michigan Online Educator Certification System (MOECS).** Visit www.michigan.gov/moeecs to create an account, register, and apply for certification through the State of Michigan. After review and approval you will receive an email with a link to pay the fee online. Once the fee is paid and approval is given you will receive your certificate in the mail.

- 19) **Continue your Education, as appropriate,** to maintain a provisional teaching certificate or earn a professional certificate. For questions, the Michigan Department of Education can be contacted at 517.373.3310. See also www.michigan.gov/mde to check your certification status. Information on continuing certification is also available at http://www.emich.edu/coe/students/cont_cert/index.html