

**SCHOOL OF EDUCATION FOUR-PHASE CHECKLIST  
TEACHER CERTIFICATION PROGRAM STATEMENT**

The University of Michigan-Dearborn is committed to the ideal of quality in the field of teacher education. A screening procedure is employed to help identify those people most likely to achieve the level of excellence defined by the School of Education. The screening procedure is divided into four successive phases. **REQUIREMENTS AT ONE PHASE MUST BE SUCCESSFULLY MET BEFORE CONTINUING ON TO THE NEXT. STUDENTS ARE RESPONSIBLE FOR MEETING ALL PROGRAM REQUIREMENTS AS LISTED IN THE ANNOUNCEMENT.**

This checklist is designed for your personal use. It will help you monitor your progress throughout the four phases of the teacher certification program and remind you of requirements which must be met and tasks to be completed in each phase. **DO NOT RETURN IT TO THE SCHOOL OF EDUCATION RECORDS OFFICE.**

Name: \_\_\_\_\_ Certification: \_\_\_\_\_ Elementary \_\_\_\_\_ Secondary

**PHASE 1: Three types of students are considered for admission to the School of Education at this entry level phase:**

**CHECK ONE OF THE FOLLOWING:**

- \_\_\_\_\_ 1. First time in any college (FTIAC) students: Campus admission standards for SAT, ACT, and high school Grade Point Average (GPA) are used in determining admission.
- \_\_\_\_\_ 2. Transfer students: Campus admission standards are used for students transferring 54 or fewer semester hours. School of Education admission standards (a minimum cumulative GPA of 2.75/4.0 scale) are used for students transferring 55 or more semester hours.
- \_\_\_\_\_ 3. Degreed persons seeking certification only: School of Education admission standards are used for individuals with a bachelor's degree earned at a regionally-accredited institution. The individual must have a cumulative GPA of 2.75 or higher in their major, minor, and overall to be admitted to the School of Education and Teacher Certification Program.
- \_\_\_\_\_ 4. **IMPORTANT:** Fingerprinting and criminal background checks are required for work in school settings. Such work is required for all certification students. All background checks must be completed within the first semester of admission to the School of Education. Live Scan fingerprinting is being offered by Identification Services by appointment only. To make an appointment for your Live Scan fingerprinting, contact Integrated Biometric Technology at <http://www.iisfingerprint.com/> or call 1-866-226-2952.

**NOTE: ADMISSION TO THE SCHOOL OF EDUCATION IS SEPARATE FROM ADMISSION TO A TEACHER CERTIFICATION PROGRAM--SEE PHASE 2.**

**PHASE 2: Admission to a School of Education Teacher Certification Program (elementary/secondary) requires all of the following:**

**CHECK EACH REQUIREMENT MET:**

- \_\_\_\_\_ 1. Meeting minimum score requirements on the Michigan Test for Teacher Certification (MTTC) Basic Skills Test (Reading, Mathematics, Writing).
- \_\_\_\_\_ 2. A minimum of 55 semester hours or an earned degree with a cumulative GPA of 2.75/4.0 scale. (Grades earned at all institutions are used in this calculation.)
- \_\_\_\_\_ 3. Submission (to School of Education) of results from the Campus Composition Placement Exam. (Call 593-5100 to arrange for the exam.)
- \_\_\_\_\_ 4. Completion of Composition 105 and 106 (and Composition 227, when required).
- \_\_\_\_\_ 5. Submission of completed Application for Admission Teacher Certification Program form (available in School of Education Student Services Office, 262 FCS).
- \_\_\_\_\_ 6. Valid Internet Criminal History Access Tool (ICHAT). A criminal background check will be conducted using ICHAT before placement in any field experience. If any offense is found, you must make an appointment with the Associate Dean.

**NOTE: WHEN ALL PHASE 2 REQUIREMENTS HAVE BEEN MET, STUDENTS RECEIVE A FORMAL LETTER OF ADMISSION TO THE TEACHER CERTIFICATION PROGRAM.**

**PHASE 3: Eligibility for directed (student) teaching (elementary/secondary) requires all of the following:**

**CHECK EACH REQUIREMENT MET:**

- \_\_\_\_\_ 1. Effective for Fall 2001, anyone applying to student teach must complete the following:
  - a. Elementary students must pass the MTTC “Elementary Education” test.
  - b. Secondary students must pass the MTTC tests in their major(s) and minor(s).
- \_\_\_\_\_ 2. Senior student status (minimum of 85 semester hours earned).
- \_\_\_\_\_ 3. Completion of at least one full term (12 semester hours) of study at UM-D.
- \_\_\_\_\_ 4. A minimum cumulative GPA of 2.75/4.0 scale as well as a minimum GPA of 2.75 in the major(s), minor(s), and the Professional Sequence.
- \_\_\_\_\_ 5. Completion of Professional Sequence courses.
- \_\_\_\_\_ 6. Submission of a signed “Evaluation of Oral Expression” form to the Field Placement Office (261 FCS).
- \_\_\_\_\_ 7. Attendance at a Student Teaching Application and Placement meeting and submission of all forms distributed.
- \_\_\_\_\_ 8. Valid TB clearance, criminal background check, CPR certification and evidence of training for dealing with infectious diseases/blood borne pathogens on file.
- \_\_\_\_\_ 9. EDF 450 is required of all Elementary Certification students.
- \_\_\_\_\_ 10. Valid Internet Criminal History Access Tool (ICHAT). A criminal background check will be conducted using ICHAT before placement in any field experience. If any offense is found, you must make an appointment with the Associate Dean.

**PHASE 4: Recommendation for a degree and/or a Michigan Teaching Certificate (elementary/secondary) requires all of the following:**

**CHECK EACH REQUIREMENT MET:**

- \_\_\_\_\_ 1. Submission of completed Degree/Diploma Application form to the Enrollment Service Office (the form and applicable deadlines are available online at [www.umd.umich.edu/rr\\_apply-graduate/](http://www.umd.umich.edu/rr_apply-graduate/)). NOTE: Secondary Certification students must submit their Degree Diploma Application form as a student in the College of Arts, Sciences and Letters and fill out a Program/Completer Form to be submitted to the School of Education certification officer.
- \_\_\_\_\_ 2. Acceptable scores from all relevant Michigan Tests for Teacher Certification (MTTC).
  - a) Elementary Certification Students: Elementary Education Test
  - b) To be recommended for any major(s), minor(s), endorsement(s), and all relevant tests must be taken and passed. Results must be in by the time recommendations are prepared for the state by the UM-D certification officer.
  - c) Secondary Certification Students: Subject area tests for which student wishes to be recommended. (At least one major and one minor are required.)
- \_\_\_\_\_ 3. Successful completion of the chosen program, major(s), minor(s), professional sequence, and supplementary requirements.
- \_\_\_\_\_ 4. A minimum cumulative GPA of 2.75/4.0 scale as well as a minimum GPA of 2.75 in the major(s), minor(s), and professional sequence.

**BASED ON THIS RECORD OF ACHIEVEMENT, A DECISION TO RECOMMEND OR NOT TO RECOMMEND FOR DEGREE AND/OR CERTIFICATION WILL BE MADE.**