Admission Application

Alternate Route for Interim Teacher Certification (ARC) Program

Additional information about Schoolcraft's Alternate Route (ARC) Program can be found following the application, on page 6

Applicant Information: *Applicants may provide unofficial transcripts when applying to the program, however, once accepted, they must submit official transcripts from all institutions attended.*

NAME LAST | FIRST | MI | MAIDEN

ADDRESS

CITY | STATE | ZIP CODE

DAYTIME PHONE | ALTERNATE PHONE

EMAIL ADDRESS | BIRTH DATE | LAST 4 DIGITS OF SSN

CURRENT OCCUPATION | EMPLOYER

Academic Information:

Bachelor's Degree

INSTITUTION CITY/STATE

MAJOR(S)/ MINOR(S) | CUMULATIVE GPA

DEGREE EARNED | DATE OF GRADUATION

Graduate Degree

INSTITUTION CITY/STATE

MAJOR | CUMULATIVE GPA

DEGREE EARNED | DATE OF GRADUATION

References: *Applicant must provide 3 current references: 1 personal, 2 school related (administration, instructional or support staff)*

Personal

NAME | RELATIONSHIP | YEARS KNOWN

ADDRESS | CITY/STATE

TELEPHONE | E-MAIL ADDRESS

School Related

NAME	YEARS KNOWN
POSITION/TITLE	SCHOOL/DISTRICT
ADDRESS	CITY/STATE
TELEPHONE	E-MAIL ADDRESS

School Related

NAME	YEARS KNOWN
POSITION/TITLE	SCHOOL/DISTRICT
ADDRESS	CITY/STATE
TELEPHONE	E-MAIL ADDRESS

Résumé:

Applicants must submit a current resume' with the application which includes prior employment, academic experience, and any organizational affiliations.

Criminal Records Check for Employment:

Sections 1230 and 1230a of the Revised School Code require school districts to conduct a State Police and Federal Bureau of Investigation criminal records check for all new teachers, school administrators, school counselors, school psychologists, school nurses, and school social workers employed. A person may be immediately employed if a criminal records check has been re- quested and the individual has signed an oath regarding their conviction status.

Background checks must be completed before an applicant can be employed by a local school district, ISD or PSA. An applicant is responsible for payment of fees for a background check requested through the program director. The background check and fingerprinting is not required for admission to the alternate route program.

Conviction/Revocation Information

If you answer "yes" to any of the following questions, please provide a detailed description of the circumstances surrounding the conviction or action and attach copies of court documents. The alternate route provider must submit this documentation to the MDE at the time of the recommendation for a Michigan teaching certificate.

		CHECK ONE	
		YES	NO
1.	Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony?	☐	☐
2.	Have you ever had a teaching/school counselor/school psychologist certificate suspended or revoked?	☐	☐
3.	Is there currently action pending against your teaching/school counselor/school psychologist certificate?	☐	☐
4.	Have you ever surrendered a teaching/school counselor/school psychologist certificate?	☐	☐

Details for "yes" response(s):

Written Responses:

Please respond to the following questions:

1. Why are you interested in becoming a certified teacher or adding endorsements to your current certificate?

2. List your prior experience in the classroom as a teacher, support person, or a volunteer, and the number of days you have spent in each role during the past 3 years.

Dates	Type of experience, e.g., teaching, parapro, volunteer	Duration
2019–2020		
2018–2019		
2017–2018		
2016–2017		
2015–2016		

3. Why would a school want to hire you as a classroom teacher?

Classroom Experience:

1. Have you ever been dismissed or asked to leave a teaching position (full time or substitute) in a school?
   Yes ☐ No ☐

2. Have you ever been dismissed or asked to leave a teaching support position (para or volunteer) in a school?
   Yes ☐ No ☐

If you answer "yes" to either of the questions, please provide a detailed description of the circumstances:

Ethnicity

☐ Hispanic/Latino ☐ Non-Hispanic/Latino

Race

☐ American Indian or Alaskan Native ☐ Asian ☐ Black/African American
☐ Hawaiian/Pacific Islander ☐ White ☐ Two or more races ☐ Decline to answer

Gender

☐ Male ☐ Female

Plan of Study (check those which apply):

Anticipated semester of initial enrollment: ☐ Fall ☐ Winter ☐ Spring

Program Type: ☐ Elementary ☐ Secondary ☐ K–12

Endorsement(s) Sought: 1. _____ 2. _____ 3. _____

Enrollment: ☐ Full Time (1 semester) ☐ Part Time (2 consecutive semesters)

MTTC Content Exam Results (provide dates for all which apply)

MTTC Exam Name	Exam Number	Date Passed Month/Year	Results Sent to Schoolcraft? *(Select One)*
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

Applicants may be required to demonstrate reading/writing competency on a standardized exam.

Signature of Applicant:

I have carefully read the information contained on the ARC program application form, understand and agree to the program requirements, and have provided information which is, to the best of my knowledge, true and accurate.

APPLICANT SIGNATURE

XXX-XX-_____ (For electronic submission, applicants may use the last four digits of their social security number in lieu of the signature.)

Application to Schoolcraft College: (Must be completed in addition to ARC Program application.)

Complete the Schoolcraft College Application for Admission. Provide the following:

SCHOOLCRAFT STUDENT ID NUMBER

SCHOOLCRAFT STUDENT EMAIL ADDRESS

Please note: Acceptance by Schoolcraft College's Admissions Office does not insure admission to the ARC program.

SUBMIT

PROGRAM DESCRIPTION

The Alternate Route for Interim Teacher Certification (ARC) Program will provide the knowledge, skills, and dispositions required to become a highly qualified, certified teacher. Individuals applying to Schoolcraft's program will be expected to meet all admission requirements as established by the Superintendent of Public Instruction, based on section 1531i of the Revised School Code (MCL 380.1531i). Individuals admitted to the program will be expected to demonstrate the ability and disposition to complete both the program of studies and also become an effective classroom teacher. Candidates completing the alternate route program will be recommended for the Michigan Interim Teaching Certificate and also awarded a Schoolcraft College Certificate of Completion.

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subjected to discrimination during any pro- gram or activity or in employment.

Important information about the Alternate Route for Interim Certification program both for initial certification and adding an endorsement(s) to a current certificate

Application:

- Applicants must have a minimum of an earned bachelor's degree from an accredited college or university with a minimum cumulative GPA of 3.0 (4.0 scale). Individuals with a GPA of 2.8 or higher can contact the Teacher Education office to have their transcripts evaluated
- Applicants must pass the MTTC Content exam for the subject(s) they plan to teach prior to program admission
- Applicants must be able to pass a background check
- Applicants must be able to demonstrate the social, emotional, and professional characteristics necessary to become an effective certified teacher
- Applicants should have prior experience in the classroom as a teacher, support person, or volunteer
- Applicants may be required to demonstrate reading and writing competency prior to admission to the program
- Applicants with criminal records who are not eligible for teacher certification in Michigan cannot be admitted to the program. Individuals with a felony or misdemeanor conviction are required to submit all related court documents to the program at the time of application. Final determination of candidate's eligibility to be certified is made by the Michigan Department of Education

Coursework:

- The Alternate Route Program (ARC) can be used for initial teacher certification and adding subject endorsements to a current teaching certificate
- Currently certified teachers can now use an Individualized Program Plan (IPP) to add endorsements to their Michigan teaching certificate. Teachers can use their prior education coursework to meet some of the course requirements in the Alternate Route to Interim Teacher Certification (ARC) program. Certified teachers can have their transcripts evaluated for the new program and save both time and money in adding new endorsements to their current certificate.
- Individuals may apply for the elementary education (Grades K–5 or 6–8 self-contained), the secondary education (grades 6–12), or the K–12 (Music, Art, Physical Education, etc.) certificate programs
- Successful completion of an intensive academic precertification semester is required prior to the recommendation for the Interim Teaching Certificate and additional endorsements
- The precertification courses and related field experiences, must be completed within two consecutive semesters. Failure to complete the requirements will necessitate application for readmission to the program. Precertification courses will be offered at the Livonia campus
- Candidates are required to maintain a minimum course-based GPA of 3.0 during the program, in order to continue to work through the course of studies
- The Special Education and Early Childhood Education endorsements are not available through the Alternate Route programs

Certification:

- ARC teachers must successfully work as a certified teacher for three years in a public, charter, or private school following the issuance of the Michigan Interim Teaching Certificate. All program requirements must be completed within five (5) years of admission to the program
- ARC teachers will work with an assigned peer mentor during the initial three years of teaching
- ARC teachers will participate in workshops and professional development activities during the initial three years of teaching with the Interim Teaching Certificate
- On-line and hybrid professional development courses are scheduled during the spring and summer while the candidate completes three (3) years of classroom teaching. These courses must be completed as prescribed, in order to remain active in the ARC program
- The Interim Certificate and endorsements are valid and recognized only while the ARC teacher actively participates in the Schoolcraft ARC program. ARC teachers need to complete all program requirements in order to remain active in the program
- Candidates can be certified to teach in the content areas identified by the Michigan Department of Education and those which the candidate has demonstrated proficiency by passing the applicable MTTC exam(s). Candidates are not required to have a major/minor in their selected endorsement area(s)
- ARC teachers with an Interim Teaching Certificate will not be eligible to add additional endorsements to their certificates. Additional endorsements can be added to the standard certificate following the three years of successful teaching with the Interim Certificate

ARC Teaching:

- The ARC teacher will be responsible for making arrangements for their teaching positions following issuance of the Interim Teaching Certificate
- The ARC teacher must complete the initial three year teaching position in a public, charter, or private school within 100 miles of the college, unless other arrangements have been made with the program
- ARC teachers must teach within the new endorsement area for a minimum of 12 weeks, in order to transfer the endorsement to the next certificate.
- ARC Teachers must complete all program requirements within five years. Time extensions by the MDE are not available for this certificate

Admission:

- Applicants are encouraged to submit all required application materials as early in the application process as possible
- Program admission can be granted only after all admission requirements have been met
- The ARC program does not offer probationary admission

Application Requirements:

The Alternate Route for Interim Teacher Certification (ARC) application is included in this packet. Please submit the completed application after reviewing the following:

1.	Application	Apply to Schoolcraft College Alternate Route Program online at: http://www.schoolcraft.edu/docs/librariesprovider9/ARC-Teacher-Certification/arc-information-application-2018-19-final.pdf?sfvrsn=8. Individuals may complete and submit the application via email to: dgenig@schoolcraft.edu or print the application and send it with the required documents to: Schoolcraft College ARC Program Teacher Education Office, AS 581 18600 Haggerty Rd., Livonia, MI 48152
2.	Minimum Academic Requirements	The applicant must have an earned bachelor's or graduate degree from an accredited college or university with a minimum cumulative GPA of 3.0 (4.0 scale). Individuals with a GPA lower than 3.0(2.8-2.99) can contact the Teacher Education office to have their transcripts evaluated.
3.	Transcripts	Applicants should request official undergraduate and graduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College Records Office. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
4.	Application Documents	a. ARC Program Application b. Official transcripts. *Applicants may provide unofficial transcripts when applying to the program; once accepted, they must submit official transcripts from all institutions attended.* c. MTTC Content Exam(s) Results d. Résumé e. Photo ID f. Schoolcraft Application – General Admission (Note: Admission to the college ***does not*** guarantee admission to the ARC Program. A separate program admission process is required.) g. **For Individualized Program Plan only-** Copy of current Michigan teaching certificate h. **For Individualized Program Plan only-** Letter of recommendation (teaching effectiveness) from current Administrator or copy of the prior two years of Michigan teacher effectiveness rating
5.	Required Admission Exams	The Michigan State Board of Education requires that candidates for initial licensure (teaching certificate) and certified teachers seeking additional endorsements, pass the appropriate MTTC subject area exam (Elementary Education, and/or content areas such as; Math, History, Biology, etc.,) in each teaching area. Exam information and registration is available at Michigan Test for Teacher Certification (MTTC): www.mttc.nesinc.com. The MTTC Exams may be retaken, if needed. Scoring results should be sent directly to the Schoolcraft College. Exam results cannot be accepted directly from the applicant.
6.	Interview	Applicants will participate in a professional interview prior to admission to the program. The interview will assist in identifying applicants with the background, knowledge, and dispositions, to complete the program and become successful classroom teachers.
7.	Background Check	Applicants must submit to a criminal background check
8.	First Aid/CPR Certification	Applicants are required by Michigan law to hold current First Aid/CPR certification prior to being certified to teach. This is required at the end of the precertification coursework
9.	Program Orientation Session	Applicants are required to participate in the ARC program orientation session. Additional information about this will be sent to all students accepted into the program
10.	Cumulative Program GPA	ARC Candidates must maintain a 3.0 or better cumulative grade point average for all supportive and required courses

Academic Coursework:

Intensive pre-certification semester

EDUC 101 Introduction to Education (3)

EDUC 210 Elementary Instructional Strategies (3)

OR

EDUC 220 Secondary Instructional Strategies (3)

EDUC 230 Teaching Literacy in the Elementary Classroom I (3)

OR

EDUC 250 Teaching Literacy in the Secondary School (3) EDUC 290 Fieldwork Practicum (60 hours) (2)

The following Professional Development courses are taken after the ARC teacher begins teaching with the certificate:

Spring/Summer I

EDUC 205 Promoting Learning in a Diverse Society, Using Family, School, and Community Partnerships (3)

PSYCH 249 Educational Psychology (3)

OR

EDUC 110 Child Development (3)

Spring /Summer II

EDUC 200 Children with Special Needs (3)

EDUC 240 Teaching Literacy in the Elementary Classroom II (3) (Elementary Program Only)

Spring/Summer III

EDUC 280 The Professional Educator (1)

Application and Registration:

An authorization to register is only issued by the Teacher Education Office upon completion of the application process, as listed. Additional information is available from the Teacher Education Office at 734- 462- 4335, Applied Sciences, Room AS 581.

Please Note: Requirements for admission to the program are subject to change at any time. If you have questions or desire additional information, please contact the Teacher Education Office at 734-462-4335.

Estimate of Tuition and Fees:

Alternate Route for Interim Teacher Certification Program

	Based on 21 credit hours (Secondary Education Program)		Based on 24 credit hours (Elementary Education Program)	
	Resident*	Non-Resident	Resident*	Non-Resident
Tuition	$2,478	$3,591	$2,832	$4,104
Registration Fees	$301	$301	$301	$301
Infrastructure Fees	$168	$168	$192	$192
Service Fee	$168	$168	$192	$192
Instruction Equipment Fee	$210	$210	$240	$240
Course Fees	$400	$400	$400	$400
Mentoring Fee/ Professional Development	$6,250	$6,250	$6,250	$6,250
Total	$9,954	$11,088	$10,407	$11,679

Note: The figures are based on 2019–2020 rates and are subject to change.

* A Resident student is one whose legal residence is in the school district of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents. The tuition rate for out-of-state and international students is available at www.schoolcraft.edu/tuition/tuition-and-fees.

Professional Development/Peer Mentoring Fees:

In order to make the program affordable, ARC teachers will be assessed the Mentoring/Professional Development Fee (see tuition and fees) over the three-year period, with 25% of the fee being added to each of the four courses for which all ARC teachers register.

ARC teachers will pay tuition and fees for the following four courses, in addition to 25% of the Peer Mentoring/Professional Development Fee:

Spring/Summer Session 1

PSYCH 249 Educational Psychology (All candidates)

EDUC 205 Promoting Learning in a Diverse Society, Using Family (All candidates)

Spring/Summer Session 2

EDUC 200 Children with Special Needs (All candidates)

Spring/Summer Session 3

EDUC 280 The Professional Educator (All candidates)

Candidates in the Elementary Education program will not be assessed the Mentoring/Professional Development Fee in EDUC 240