

Program Description

The Alternative Route to Interim Teacher Certification (ARC) Program is a Michigan Department of Education approved teacher preparation program allowing individuals to obtain initial certification in elementary education (grades PK-3 or K-5), or add endorsements to a current teaching certificate.

A PK-3 or K-5 Elementary Interim Teaching Certificate (ITC) is earned upon completion of pre-certification coursework, CPR/First Aid certification, passing of appropriate MTTC, and successful background check. The ITC enables program participants to work as certified PK-3 or Elementary classroom teachers in Michigan's public, charter, and parochial classrooms. A Standard Teaching Certificate is earned upon completion of the following: three (3) years of successful teaching under the ITC, instructional support from Schoolcraft College (peer mentoring and instructional coaching), and completion of additional program requirements.

Application Requirements

The Alternative Route to Interim Teacher Certification (ARC) program requires an ARC Program application (attached). To be admitted to the program you must complete the following:

1.	Apply to Schoolcraft College	Apply to Schoolcraft College online at schoolcraft.edu/apply
2.	Transcripts	It is recommended you request official undergraduate transcripts from all colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
3.	Apply to the ARC Program	Apply to the ARC program by completing the program specific application. Email the application to arc@schoolcraft.edu .
4.	Credential Evaluation	Contact the Education Office, arc@schoolcraft.edu , to make an appointment to have your degree, MTTC, and (if applicable) credentials assessed.
		This program requires students to possess a Bachelor's degree from an accredited college or university (with a minimum overall GPA of 3.0), successfully pass the applicable MTTC Subject Area Test(s)*, and pass the Criminal Background check.
		*Probationary approval maybe given without passage of MTCC Subject Area Test(s) for one academic year.
5.	Register for EDUC Courses	Meet with the ARC Certification Officer to plan your EDUC courses as needed.

Note: Requirements for admission to the Alternative Route to Teacher Certification Program are subject to change at any time. Please contact the Admissions and Welcome Center for updates and/or any applicable changes:

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 subject to discrimination during any program or activity or in employment.





The ARC Program requires confirmation of your Bachelor's degree, certification (if applicable), MTTC testing (passed or scheduled exam), and completion of a criminal background check. Below are the steps to complete this process prior to course registration.

Step	Step 1: To be completed by the Student						
NAMI	E:	LAST FIRST		MIDDLE INITIAL			
STUD	UDENT NUMBER OR SOCIAL SECURITY NUMBER (LAST FOUR DIGITS) MONTH AND DAY OF BIRTH						
		the ARC office at <u>arc@schoolcraft.e</u> nent of your ARC application, Bache		pointment with the ARC Certification Officer for applicable credentials.			
Step	2 :	To be completed by the ARC Certific	cation Officer				
	1.	Student holds a Bachelor's or grade	uate degree from	an accredited college or university			
		a. Student graduated with an Ove	erall GPA of 3.0 or	higher (on a 4.0 scale)			
	2.	Student has passed the following N	MTTC Subject Are	ea Test(s)			
	3.	Student has attempted or schedule	ed the following N	1TTC Subject Area Test(s)			
		□ attempted □ scheduled □ pr	eparing to sched	ule			
	4.	Student has completed ARC Applic	cation				
	5.	Student has completed the Crimina	al Background ch	eck at Schoolcraft College			
	6.	Student has submitted a copy of th	eir drivers license				
	7.	Email this form to the student and to the Records Department at screecord@schoolcraft.edu with your approval					
Step	3 :	To be completed by the Records De	partment				
	1.	Identify student's current program	status and end d	ate if necessary.			
	2.	Enter new program code in Colleag EDUC courses	gue for the stude	nt so that they are able to register for			
		New Academic Program Name:	•	ication Alternative Route to ation PK-3 Program			
		New Academic Program Number:	PAC.00313				
		New Academic Program Name:	•	cation Alternative Route to ation K-5 Program			
		New Academic Program Number:	1YC.00170				

3. Email Student and Education Department at arc@schoolcraft.edu of this change.



ESTIMATION OF TUITION AND FEES					
Alternative Route to Teacher Certification (ARC) – Elementary					
	PK-3 - 16 credits		K-5 - 21	credits	
	Resident	Non- Resident	Resident	Non- Resident	
Tuition	\$2,096	\$3,008	\$2,751	\$3,948	
Registration Fees (based on 4 semesters)	\$176	\$176	\$176	\$176	
Service Fees	\$128	\$128	\$168	\$168	
Instructional Equipment Fees	\$160	\$160	\$210	\$210	
Infrastructure Fees	\$128	\$128	\$168	\$168	
Course Fees	\$532	\$532	\$578	\$578	
ARC Program Fee	\$6,300	\$6,300	\$6,300	\$6,300	
Additional Expenses (approximate) (textbook, MTTC, State Licensure, First/Aid CPR)	\$1,052	\$1,052	\$1,342	\$1,342	
Total	\$10,572	\$11,484	\$11,693	\$12,890	

The above fees are based on 2023–2024 rates and are subject to change. A Resident is one whose legal residences is in the school district of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents.





Admission Application

Alternative Route for Interim Teacher Certification (ARC) Program

Initial Teacher Certification

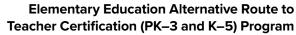
	ant Information: App accepted, they must s					the prog	gram; however,
NAME	LAST	FIRST		MI		MAIDEN	
ADDRES	S						
CITY	STATE	ZIP CODE					
DAYTIME	E PHONE	ALTERNATE	PHONE				
EMAIL A	DDRESS	BIRTH DATE		LAST 4 DIGITS OF	SSN		
CURREN	T OCCUPATION			EMPLOYER			
Plan o	f Study (check those	which apply):					
Anticip	ated semester of init	al enrollment:	Fall V	Vinter S	Spring		
Progra	т Туре:		Elementary	PK-3	Elementary	/ K-5	
End	lorsement(s) Sought:	1	2		3.		
	Content Exam Resul TC exam.	ts (provide dates fo	or all which ap	ply). Leave this	section b	ank if you	
	MTTC Exam I	Name	Exam Number	Date Passed Month/Year	Results Schoo		If you have not passed the MTCC, list the last date attempted.
					☐Yes	□No	
					☐Yes	□No	
					☐Yes	□No	
Acade	mic Information:						
Bache	lor's Degree						
INSTITU	TION			CITY/STATE			
MAJOR(S)/ MINOR(S)			CUMULATIVE GPA			
DEGREE	EARNED			DATE OF GRADUA	TION		



Elementary Education Alternative Route to Teacher Certification (PK-3 and K-5) Program

Application Packet 2023–2024

Graduate Degree		
INSTITUTION		CITY/STATE
MAJOR		CUMULATIVE GPA
DEGREE EARNED		DATE OF GRADUATION
Gender		Ethnicity
Male Female	Non-binary	Hispanic/Latino Non-Hispanic/Latino
Race		
American Indian or A	Alaskan Native	Asian Black/African American
Hawaiian/Pacific Isla	nder White	Two or more races Decline to answer
References:		
		al and two school-related (administrative, instructional, or setting, please provide one personal and two professional
Personal		
NAME	RELATIONSHIP	YEARS KNOWN
ADDRESS	CITY, STATE, ZII	3
EMAIL ADDRESS	TELEPHONE	
School/Professional		
NAME	YEARS KNOWN	
POSITION/TITLE	SCHOOL/DISTR	LICT
EMAIL ADDRESS	TELEPHONE	
School/Professional		
NAME		YEARS KNOWN
POSITION/TITLE	SCHOOL/DISTR	HCT
EMAIL ADDRESS	TELEPHONE	







Résumé

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

1. 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., teachi	ng, parapro, volunteer	Duration (Days)
	Current Year			
	Last Year			
	Two Years Ago			
Clas	ssroom Experience:			
1.	Have you ever been dis	smissed or asked to leave a teaching	g position (full time or substitute) in a	a school?
2.	Have you ever been dis	smissed or asked to leave a teaching	support position (parapro or volunt	eer) in a school?
3.	Have you ever been dis	smissed or released from a teacher _l	oreparation program?	
16	" "	()		

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

Criminal Records Check:

Schoolcraft College will complete a criminal background check, without fingerprinting, during the application process.

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 requested 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.



Elementary Education Alternative Route to Teacher Certification (PK-3 and K-5) Program

Application Packet 2023–2024

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 alternative route provider must submit this documentation to the MDE at the time of the recommendation for a Michigan teaching certificate.

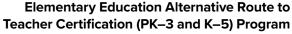
		CHECK (ONE				
		YES	NO				
1.	Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony?						
2.	Have you ever had a teaching/school counselor/school psychologist certificate suspended or revoked?						
3.	Is there currently action pending against your teaching/school counselor/school psychologist certificate?						
4.	Have you ever surrendered a teaching/school counselor/school psychologist certificate?						
D - 1	2-4-11-5-4-4						

Details for "yes" response(s):

Written Responses:

In two to three paragraphs, please respond to the following two questions:

1. What do you see as the primary responsibilities for assuring that your students are successful learners and you are a successful teacher?







2. Professional dispositions are values, beliefs, and attitudes demonstrated through verbal and non-verbal behavior as teachers interact with students, families, community, and colleagues. Please identify two dispositions you feel are important to be an effective teacher and explain why.

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. I understand that if I have not passed the MTTC, I am not eligible for recommendation for an Interim Teaching Certificate until the appropriate test is passed. If I have not passed the MTTC, I understand that I will receive probationary program admission and I have one (1) year to pass the appropriate MTTC test. The information that I have provided in the application is, to the best of my knowledge, true and accurate.

APPLICANT SIGNATURE

(FOR ELECTRONIC SUBMISSION, APPLICANTS MAY USE THE LAST FOUR DIGITS OF THEIR SOCIAL SECURITY NUMBER IN LIEU OF 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 ensure admission to the ARC Program. Email completed application to arc@schoolcraft.edu.