

## 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 secondary education (5-9, 7-12) and K-12, or add endorsements to a current teaching certificate.


A (5-9, 7-12) and K-12 Interim Teaching Certificate (ITC) is earned upon completion of pre-certification coursework, passing of appropriate MTTC, and successful background check. The ITC enables program participants to work as certified secondary or K-12 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 <a href="https://schoolcraft.edu/apply">schoolcraft.edu/apply</a>   |
| 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 <a href="mailto:arc@schoolcraft.edu">arc@schoolcraft.edu</a> .   |
| 4. Credential Evaluation        | <p>Contact the Education Office, <a href="mailto:arc@schoolcraft.edu">arc@schoolcraft.edu</a>, to make an appointment to have your degree, MTTC, and (if applicable) credentials assessed.</p> <p>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.</p> <p>*Probationary approval maybe given without passage of MTCC Subject Area Test(s) for one academic year.</p> |
| 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:

 734-462-4683

 [admissions@schoolcraft.edu](mailto:admissions@schoolcraft.edu)

 [schoolcraft.edu](https://schoolcraft.edu)

*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.*

### Admission Application

#### Alternative Route for Interim Teacher Certification (ARC) Program

#### Initial Teacher Certification

**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	

**Plan of Study (check those which apply):**

Anticipated semester of initial enrollment:     Fall     Winter     Spring

Program Type:     Secondary     K-12

Endorsement(s) Sought: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Do you have a current or expired Standard Teaching Certificate? Issue date: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**MTTC Content Exam Results** (provide dates for all which apply). Leave this section blank if you have not taken an MTTC exam.

MTTC Exam Name	Exam Number	Date Passed Month/Year	Results Sent to Schoolcraft?	If you have not passed the MTCC, list the last date attempted.
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

**Academic Information:**

Bachelor's Degree

INSTITUTION	CITY/STATE
MAJOR(S)/ MINOR(S)	CUMULATIVE GPA
DEGREE EARNED	DATE OF GRADUATION

**Graduate Degree**

INSTITUTION

 CITY/STATE
 

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MAJOR

 CUMULATIVE GPA
 

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DEGREE EARNED

 DATE OF GRADUATION
 

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**Gender**
 Male     Female     Non-binary

**Ethnicity**
 Hispanic/Latino     Non-Hispanic/Latino
 

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

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**References:**

Provide three (3) current references: one personal and two school-related (administrative, instructional, or support staff). If you are not currently in a school setting, please provide one personal and two professional references.

**Personal**

NAME

RELATIONSHIP

 YEARS KNOWN
 

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ADDRESS

 CITY, STATE, ZIP
 

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EMAIL ADDRESS

 TELEPHONE
 

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**School/Professional**

NAME

 YEARS KNOWN
 

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POSITION/TITLE

 SCHOOL/DISTRICT
 

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EMAIL ADDRESS

 TELEPHONE
 

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**School/Professional**

NAME

 YEARS KNOWN
 

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POSITION/TITLE

 SCHOOL/DISTRICT
 

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EMAIL ADDRESS

 TELEPHONE
 

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**Résumé**

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

- 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 (Days)
Current Year		
Last Year		
Two Years Ago		

**Classroom Experience:**

- Have you ever been dismissed or asked to leave a teaching position (full time or substitute) in a school?  
Yes  No
- Have you ever been dismissed or asked to leave a teaching support position (parapro or volunteer) in a school?  
Yes  No
- Have you ever been dismissed or released from a teacher preparation program?  
Yes  No

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.

**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?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever had a teaching/school counselor/school psychologist certificate suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there currently action pending against your teaching/school counselor/school psychologist certificate?		<input type="checkbox"/>
4. Have you ever surrendered a teaching/school counselor/school psychologist certificate?		<input type="checkbox"/>

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.

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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:

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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](mailto:arc@schoolcraft.edu).