

Career and Technical Education Authorizations

Districts with Michigan state-approved Career and Technical Education (CTE) programs may apply for Annual CTE Authorizations and Credit Track Annual CTE Authorizations if they are unable to find a CTE certified teacher. The authorizations allow qualified individuals from business and industry to instruct the programs.

- The Annual CTE Authorization is the first step in the process.
- Credit Track allows continued employment with the district, as the instructor works toward completing the requirements for the [Standard CTE Certificate](#).

Initial Annual CTE Authorization Requirements:

- Districts must post available CTE positions seeking a CTE certified teacher.
- Districts must verify 4,000 hours of work experience in the CTE area.
- Work experience must have occurred within 6 years from the date the district makes the application for the Annual CTE Authorization.
- Candidates must possess a high school diploma.

Renewal Requirements:

- The district must post the position annually seeking a CTE certified teacher. If no teacher is found:
 - The district must verify the individual's work experience meets the requirement of 4,000 hours within 6 years from the date of each application for renewal.

Initial Credit Track Annual CTE Authorization:

- Instructor must have been on an Annual CTE Authorization for the previous school year.
- Work experience verification and posting the position are not required.
- Instructors may remain on Credit Track for a maximum of 8 consecutive years if requirements are met.

Renewal Requirements:

- Instructor must have completed at least one credit between 9/1 and 8/31 of the previous school year.

- Instructor must work with CTE educator preparation institution yearly to document progress and ask institution for a bridge letter*.
- Each renewal of the Credit Track requires completion of credit, transcript and bridge letter.

School district must submit the following required documents annually:

- Official transcript documenting credit taken during previous school year
- Bridge letter*

*Bridge Letter

A bridge letter verifies the educator is working closely with the state-approved CTE college or university and provides information regarding course titles, credit completed, and progress an educator is making toward meeting the requirements for the [Standard CTE Certificate](#).

The bridge letter must be written on the institution's official letterhead and be signed by the certification officer or designee of the college or university which will ultimately recommend the educator for the Standard CTE Certificate.