

Annual Career Authorization

Michigan Law

Michigan law requires schools to hire and employ properly certified and endorsed educators (MCL 380.1246, 380.1231 and 380.1233). In order to systematically address needed exceptions to law, the Michigan Department of Education (MDE) has established Administrative Rules in accordance with MCL to authorize [permits](#), authorizations and [approvals](#). A school district, public school academy, or nonpublic school must obtain a permit, Annual Career Authorization (ACA) or [Substitute Career Authorization \(SCA\)](#) to employ an individual or teacher who does not hold a valid and appropriate endorsement or certificate, including an individual employed under MCL 380.1531, 380.1233, 380.1233b, 380.1233c, 380.1531f, 380.1246, and 380.505.

Administrative Rules

In accordance with newly revised law ([MCL 380.1233b](#)), the issuance of Annual Career Authorizations (formerly known as Annual CTE Authorizations) can be utilized for employing either of the following non-certified individuals:

- Individuals from business and industry to instruct in a state-approved Career and Technical Education (CTE) program;
- Individuals from business and industry to instruct in a 6-12 non-CTE industrial technology program (e.g. career pathway courses).

More information regarding staffing career pathway courses, can be found in the Industrial and Technology Education (TE) endorsement section of the [Quick Reference: Courses that can be Taught](#) document.

If the district would like to place a paraprofessional in a CTE classroom as a substitute when the teacher of record is not available, the district must apply for either an [ACA](#), [SCA](#), or [Daily Substitute Permit](#). For more information refer to the [SCA](#) guidance document.

Application Requirements

Only the employing district or nonpublic school may apply for an ACA through the Michigan Online Educator Certification System ([MOECS](#)).

First year issued authorizations must meet the following requirements:

1. The individual must possess a high school diploma or GED.
2. Confirm a properly certified and endorsed candidate is not [available for the assignment](#).
3. The district must verify the individual's work experience meets the recent and relevant requirements specified in the [CTE: Recent and Relevant Experience Requirements](#) guidance.

4. The individual must be assigned a mentor teacher.
5. For teaching in a subject or field in which a [business or industry license or certification](#) is required, at least ONE of the following is required:
 - Holds a professional business license or industry certification in that same subject matter or field.
 - Previously held a business or industry license or certification in that same subject matter or field that expired no more than two years before the non-certificated, non-endorsed teacher's initial employment under this section and was in good standing immediately before the license or certification expired.

The ACA must be applied for, approved, and the fee paid prior to the individual entering the classroom.

A district may continue employing this individual if they meet all of the following renewal requirements:

1. Verify the individual maintains hours of experience in accordance with the [CTE: Recent and Relevant Experience Requirements](#).
2. Continue with an assigned mentor teacher.
3. Teacher has received a rating of highly effective or effective through his/her teacher evaluations.

The ACA renewal and subsequent renewals must be applied for, approved, and the fee paid prior to the individual entering the classroom for each school year.

The school district or nonpublic school may apply no more than nine (9) times for renewal of an ACA, unless the Superintendent of Public Instruction grants a waiver at the request by the school district or nonpublic school.

To become a certificated CTE instructor, an individual must work with one of the [approved CTE educator preparation institutions](#) to complete requirements and be recommended for a Standard CTE Certificate. More information on [Becoming a Michigan Certified Teacher](#) is available from Michigan Department of Education support staff.