



Enrollment & Certification Checklist



Michigan
#T.E.A.C.H.
TRAINING EDUCATORS AND CREATING HOPE

Enrollment Checklist *Click on text to hyperlink to document or website*

- [Sign Payment Plan Agreement & Refund Policy](#)
- [Pay Enrollment Fee](#)
- [Pay Program Fee/Initiate Payment Plan](#)
- [Sign Code of Conduct & Academic Honesty policy](#)
- [Read Special Requirements \(ESL, Bilingual, etc.\)](#)
- [Read Teaching Time Requirements](#)
- [Complete Employment Records Release](#)

Interim Certification Checklist *Submit to: certification@traineducators.com*

- [Submit Valid CPR/First Aid/AED Certificate](#)
- [Submit Copies of ALL MTTC Score Reports](#)
- [Submit Official OPI Score Report \(If applicable\)](#)
- [Submit Official ASL Score Report \(If applicable\)](#)

[CLICK HERE FOR DIRECTIONS ON HOW TO APPLY FOR INTERIM CERTIFICATION](#)