

**Highly Qualified Teachers Questions & Answers
Elementary and Secondary Education Act (ESEA)
No Child Left Behind (NCLB) of 2001
December 2, 2003**

See the Michigan Definition for Identifying Highly Qualified Teachers at www.michigan.gov/documents/definitionofhighlyqualifiedteachers_63281_7.pdf.

Section I: General Questions about the Michigan Definition of Highly Qualified Teachers

1. What is meant by “core academic subjects”?
 - A. *Core academic subjects, as per ESEA/NCLB are English, language arts, reading, science, mathematics, arts, foreign languages, government and civics, history, economics and geography.*
2. What is included in “arts”?
 - A. *In Michigan “arts” refers to instrumental music, vocal music, visual arts, dance, and drama/theatre.*
3. What is included in “science”?
 - A. *Congress has determined that science means physics, chemistry, biology and earth science.*
4. If a teacher has a master’s in an area related to his/her teaching (for example, a Master’s in Curriculum and Instruction), can that Master’s be used as a demonstration of being highly qualified in multiple core academic areas?
 - A. *The master’s in curriculum and Instruction may be used to demonstrate “highly qualified” for one core academic subject. The teacher must complete one of the options in the Definition for Identifying Highly Qualified Teachers for each core academic subject area he/she teaches.*
5. What is the time for compliance with the highly qualified teacher requirement?
 - A. The timeline for meeting this requirement is contingent upon two elements: (1) the date of employment and (2) whether the teacher is working in a program supported by **Title I funds (targeted assistance or school-wide)**.

NEW HIRE: TITLE I PROGRAM

- If hired **after** the first day of school in the 2002-03 school year and working in a program supported with Title I funds (school-wide or targeted assistance), **the teacher must meet the requirement as a condition of employment.**

NEW HIRE: NON-TITLE I PROGRAM/BUILDING

- If hired **after** the first day of school in the 2002-03 school year and NOT working in a program supported with Title I funds (school-wide or targeted assistance), **the teacher must meet the requirements by the end of the 2005-06 school year.**

EXPERIENCED TEACHERS: TITLE I PROGRAMS AND ALL OTHERS

- If hired **before** the first day of school in the 2002-03 school year, **the teacher must meet the requirements by the end of the 2005-06 school year**, regardless of whether working in a program supported by Title I funds or not.

Note:

1. The first day of school is defined as the first day of school that students report per the district school calendar.
 2. New teachers trained at an approved Michigan teacher preparation institution will meet the definition of highly qualified because they are required to take and pass the Michigan Test for Teacher Certification (MTTC) basic skills test and appropriate subject area examinations.
6. Who gets to determine which option a teacher will pursue to demonstrate he/she is “highly qualified”?
 - A. *It is the teacher’s choice.*
 7. What is the school districts’ parental notification requirement?
 - A. *Parental notification is required in a building designated as a targeted-assistance program for those teacher who are supported by Title I funding. For buildings designated as school-wide programs all core academic teachers are effected by the requirement. The requirement went into effect at the beginning of the 2002-2003 academic year and impacts new and experienced teachers equally.*
 8. Who is the final authority as to whether a teacher has demonstrated that he/she is highly qualified?
 - A. *The Michigan Department of Education must directly respond to the U.S. Department of Education on the status of Michigan teachers demonstrating that they are highly qualified for their assignment. Therefore, the State Board of Education acting through the MDE may be considered the final authority on issues related to a highly qualified teacher.*
 9. Can a teacher with a minor in a core academic subject teach that subject, under ESEA/NCLB?
 - A. *Teachers with a minor in a core academic subject, may teach that subject, if they have the appropriate endorsement on their Michigan Teacher Certificate and if they have passed the appropriate Michigan Test for Teacher Certification subject area exam or meet one of Michigan’s High Objective Uniform State Standards of Evaluation (HOUSSE) requirements which defines a highly qualified teacher.*

10. How does the “highly qualified” requirement for teachers in core academic subjects impact a teacher in a dual enrollment course?
- A. *If the teacher of a dual enrollment course, and that would include an advanced placement course, is employed by an institute of higher education to teach the course, he/she does not need to meet the definition of a highly qualified teacher. If the teacher is employed by the local education agency, then the teacher must be highly qualified, which includes full state certification.*
11. Do adult education teachers need to be highly qualified?
- A. *No. Adult education teachers are not required to meet the definition of a highly qualified teacher as defined by ESEA/NCLB.*
12. When a teacher reports to the district that he/she is highly qualified, how will that data be used?
- A. *The district reports that information via the Register of Education Personnel (REP) to the Center for Education Performance and Information (CEPI). This data is used to audit certification records and for federal reporting.*
13. How can a teacher verify his/her certification records?
- A. *Certification records are public information and are available on the Michigan Department of Education website at www.michigan.gov/mde. Click on educators (on the left menu bar), click on Teacher Verification (on the right menu bar near the bottom).*
14. What is the penalty if a teacher does not demonstrate, by the compliance deadline, that he/she is highly qualified?
- A. *Beginning fall, 2006, a district may not assign a teacher to a core academic subject assignment unless that teacher has been determined to be highly qualified for the assignment.*
15. Is there funding available to districts to assist teachers in demonstrating they are highly qualified?
- A. *Yes, districts are permitted to use up to 5% of the Title I award and all of the Title II award to support teachers (and para professionals, if needed) in demonstrating he/she is highly qualified.*
16. HOUSE or HOUSSE is frequently used in writing about highly qualified teachers. What does this mean?
- A. *HOUSE/HOUSSE are used interchangeably and refer to the high objective uniform statewide standards of evaluation, which is referenced in the ESEA/NCLB Act.*

17. Can you tell me how to find the Michigan Content Area Portfolio Guidelines?

- A. *The guidelines are included as an attachment to the SBE document on the Michigan Definition of Highly qualified Teachers. It is on the website: www.mi.gov/mde under SBE policies (April 2003). However, the portfolio or observation assessment format for this option have not yet been developed. Districts will be notified by the MDE when this option is actually available.*

18. What is a standards-based SBE approved program?

- A: *Programs offered by approved teacher preparation institutions.*

19. What happens if a teacher's course load changes from year to year? Will a teacher have to take the MTTC exam for each subject as their course load changes?

- A: *If their teaching assignment is one in which they do not hold a major or a minor, in which they have already passed the MTTC, then they must meet the highly qualified definition. If the teacher chooses to take the MTTC in areas in which he or she is not highly qualified, then that is an option for them to meet the definition of highly qualified. They must also hold these as subject area endorsements on their teaching certificates.*

20. How does the "highly qualified" requirement impact substitutes?

- A. *Long-term, permanent subs that are the teacher of record in core academic subjects need to meet the highly qualified requirements. Day-to-day subs do not need to meet the requirement.*

21. Do ESL teachers need to be highly qualified?

- A. *ESL teachers are not impacted by the highly qualified requirements unless the student is getting core academic subject credit for the class. If so, the teacher must be highly qualified in the core academic area for which credit is received.*

22. Do alternative education teachers need to be highly qualified?

- A. *Alternative education teachers responsible for providing instruction in the core academic subjects must be "highly qualified" in each of the core academic subjects taught.*

There are instances where an elementary teacher more appropriately serves the learning needs of the alternative education students. If that is the case, the elementary teacher is considered highly qualified if he/she has full Michigan elementary certification.

23. Do alternative education teachers in a supporting/reinforcing role, when the instruction is via a distance learning arrangement, need to meet the highly qualified definition?
- A. *If a teacher assigned to an alternative education program has a role of supporting or reinforcing instruction of students, and the primary source of instruction is through distance learning, that teacher does not need to meet the definition of highly qualified teacher.*
24. What is the “highly qualified” status of a teacher who is teaching a core academic subject(s) on a full-year permit?
- A. *If a district employs a non-certified teacher under a full-year permit and that teacher is enrolled in a teacher preparation program and demonstrating adequate academic progress toward certification, the teacher must be provided a mentor and be supervised by a university faculty member in order to be considered highly qualified under ESEA/NCLB. Completion of the certification program must not take longer than three years.*
- If a certified teacher is teaching on a full permit (a full permit is required to teach outside his/her certificate/endorsement areas), that teacher is considered highly qualified if the teacher is making progress towards the certificate/endorsement appropriate for the assignment. Completion of the program must be within three years.*
25. If a teacher is demonstrating he/she is highly qualified by having three years of teaching experience, plus completing 90 contact hours of professional development or 6 semester hours of credit, what is the timeline for completing the hours?
- A. *Either the 90 contact hours or 6 semester hours must be taken and completed between April 24, 2003, (the date the State Board of Education approved “The Michigan Definition for Identifying Highly Qualified Teachers”) and June 30, 2006. A teacher must demonstrate that he/she is highly qualified prior to the beginning of the school year fall 2006.*
26. Do the 90 contact hours or 6 semester hours need to be in the content of the core academic subject in which the teacher is demonstrating he/she is highly qualified?
- A. *Yes, content or content-related.*
27. Do the 6 semester hours noted in question #22 have to be graduate credits?
- A. *No. The credits need to be related to the core academic subject and from an accredited post-secondary institution.*
28. Are there limitations in the 3 years of teaching experience that is tied to the option of 90 contact hours of content related professional development or 6 semester hours of content course work?
- A. *Yes, teaching experience must be within the validity of the individual’s teaching certificate.*

29. Can a teacher demonstrate he/she is highly qualified by an individual professional development plan which is a combination of contact hours and semester hours plus the three years of experience?
- A. *No. The individual professional development plan option under HOUSE, includes three years of teaching experience plus 90 contact (clock) hours or 6 semester hours in the content area, earned between April 24, 2003 and June 30, 2006. A combination of contact (clock) hours and semester hours is not acceptable.*
30. If a teacher wants to demonstrate he/she is highly qualified by obtaining National Board Certification, where can the teacher get information on the National Board Certification process?
- A. *There is a wealth of information on the certification process at the National Board for Professional Teaching Standards website at www.nbpts.org.*
- For financial assistance, contact Dr. Frank Ciloski at the Michigan Department of Education, 517-373-6791 or ciloskif@michigan.gov.*
- MFT&SRP members contact Lois Lofton Doniver 800-638-8868 or ldoniver@mftsrp.org for additional information.*
31. Does a teacher's National Board certificate need to be in the core academic subject area in which the teacher is assigned in order for the National Board Certificate to meet the highly qualified requirement?
- A. *Yes, the National Board Certification needs to be in the core academic subject area (or as related as possible, considering the NBC labels) and at an appropriate developmental level for the students to which the teacher is assigned.*
32. Do bilingual teachers need to meet the highly qualified teacher requirements?
- A. *Bilingual teachers only need to be highly qualified if they teach a core academic subject or a subject for which students get core academic credit.*
33. During this school year, I have worked 10 days at our ISD as part of a countywide curriculum committee that has been writing a standards-based Language Arts curriculum. Would all my hours at the ISD, working on this project, go toward the 90 hours that are referred to in one of the options in the definition of highly qualified teacher?
- A. *This activity could be counted as professional development as long as you can document it.*
34. Can dance, which has previously been taught as a physical education class, continue as a non-core subject area?
- A. *Michigan has included dance in the arts and, therefore, the teacher must demonstrate he/she is highly qualified to teach dance.*

35. If a teacher has a masters of education, do they have to go back to the bachelor's degree for major/minor information to determine if they are highly qualified or does the masters of Education meet the highly qualified standard for any subject area?
- A. *A master's degree in education may satisfy the requirement for a specific endorsement based on the completion of an approved minor program. The teacher with a subject major may be considered highly qualified.*

Section II: Elementary School Questions

1. Are elementary teachers highly qualified if they have full Michigan elementary certification?
- A. *Yes, if an elementary teacher is fully certified in Michigan and is teaching in a self-contained elementary education class or in an elementary special education class, that teacher is highly qualified. The Michigan Department of Education views the elementary education program as a major.*
2. Two elementary certified teachers are "teaming" with two 6th grade classes. How is a "teaming" arrangement impacted by the highly qualified requirement?
- A. *A determination would need to be made as to whether such an arrangement is more of a multiple subjects "self-contained" classroom (the majority of the instruction provided by 1 teacher) or a subject specific departmentalized format. The teachers would then need to demonstrate they are "highly qualified", for the core academic subjects accordingly.*
- In this instance, teachers in the self contained setting would be highly qualified, if they have full elementary certification with a K-8 self-contained classroom designation. Teachers in a departmentalized structure would need to be highly qualified in the core academic subject area(s).*
3. Can elementary teachers who are in grades 4-6 teach specific subjects?
- A. *An elementary teacher may teach all subjects, grades K-5. For grade 6 the elementary teacher must be endorsed to teach a specific subject. That teacher would also be required to be highly qualified for that specific subject.*
4. When an elementary certified teacher (grades 3,4, or 5) switch their students for one subject area, do the teachers have to be endorsed in that subject area? (For example, one teacher teaches all math; another teaches all science; another teaches all social studies.)
- A. *No, it is not necessary for an elementary teacher (grades K-5) to be endorsed or demonstrate competence in each subject area taught. NCLB allows for the preparation of an elementary teacher as a generalist capable of providing instruction in all subjects.*

5. In a K-6 elementary building, do 5th and 6th grade teachers in a departmentalized teaching format need to demonstrate they are highly qualified?
- A. *The 5th grade teachers are highly qualified by virtue of their full elementary certificate, according to the Michigan Department of Education. The 6th grade teachers in this setting will need to demonstrate, as per the options in the Michigan definition, that they are highly qualified in the core academic subject they teach.*

Section III: Middle School/Secondary Level Questions

1. Do middle level/secondary teachers have to hold a master's in the core academic content area in which they are teaching, as per one of the options for demonstrating "highly qualified", or will a master's in related area, such as a master's in the art of teaching or a master's in curriculum and instruction or master's in education technology meet the requirement?
- A. *Yes, a master's in a related area will meet the requirement, if the master's had a content-focus. The above examples would meet the requirement. A master's in guidance and counseling or educational leadership would not meet the requirement.*
2. A secondary certified teacher has a PE major and a science minor. He has passed the MTTC exam for both PE and science (DX endorsement). Is this teacher "highly qualified" to teach a general/integrated science class at the secondary level? Is he highly qualified to teach a specific science subject (chemistry or biology) at the 7-12 level?
- A. *This teacher is "highly qualified" to teach a general science integrated science class because he passed the DX (science) exam. He is not "highly qualified" to teach a specific science field, so would need to demonstrate "highly qualified" by one of the options outlined in the Michigan Definition for Identifying Highly Qualified Teachers.*
3. A high school teacher with 20 plus years of experience is secondary certified with a math major and science minor (DX). He teaches math and physics. He knows he is highly qualified in math, in as much as he has a major in the subject. In determining what he needs to fulfill to demonstrate he is highly qualified in physics, he asked if college course in engineering could be used to establish a 30 hour equivalent to a major. The engineering classes included thermodynamics, statics, materials science.
- A. *Yes, these engineering courses may be counted towards the major equivalent. Engineering is applied physics. The content of the engineering classes is related to the content taught in physics.*
4. A secondary teacher asked if computer classes may be counted towards the 30 hours equivalent to a major?
- A. *Yes, if the teacher can document the computer classes are required for a math major program. Documentation might be information from a college catalogue.*

5. I have a minor in Biology. I will obtain a masters in science education and want to know if that will make me "highly qualified" in Biology?
- A. *A master's in science education will make the biology teacher highly qualified in biology. According to the Michigan Department of Education (MDE), this masters would include an exploration of the biology content, thus, make the teacher highly qualified in biology.*
- If the teacher, for some reason, doesn't complete the master's, meeting one of the other options in the definition of highly qualified teacher, would demonstrate his/her highly qualified status, such as 6 semester hours in biology between now and the end of 2005-2006 school year (plus the three years of teaching experience which is part of this option).*
6. If I hold a 7-8 (All Subjects) designation on my teaching certificate and I pass the MTTC in a particular subject am I highly qualified for that subject without taking additional coursework?
- A. *You would be considered highly qualified to teach that subject in grades 7-8.*
7. I have professional classes but not college credit. How do I get vocationally certified?
- A. *You would have to complete an approved vocational program. You can be placed on an annual vocational authorization while you are completing certification requirements.*
8. Are Health and Family and Consumer Science classes included? Are they part of the core curriculum? What about Voc Ed certification? Does that/will that help? Are there tests for my subject areas listed above?
- A. *These are not core academic subjects. At this point vocational subjects are not included in ESEA/NCLB. There are no tests for voc education.*
9. I have a BS in Biology and a Group Science minor. Is my minor of any use in teaching at this point?
- A. *The group science minor would not meet the definition of highly qualified.*
10. I am a middle school teacher (6-8) and I have a Master's degree in Education--emphasis in Reading. In what core areas does this make me "highly qualified?" Does it cover Reading, English and Language Arts?
- A. *You would only be qualified for reading if you have the equivalent of 30 semester credit hours in that subject as well as for elementary (grades K-5).*
11. I have a master's degree in Reading and I am a middle school teacher. Does my master's degree in Reading make me "highly qualified" to teach English and/or Language Arts?
- A. *You would be qualified for reading only and elementary grades (K-5), if you are elementary certified.*

12. In the section on Middle and Secondary Level in the "Michigan's Definition for Identifying Highly Qualified Teachers", if a teacher has an 18 hour Continuing certificate with an endorsement program or a masters degree in the major area, is the teacher qualified in the minor? For example, major in biology, minor in math, Masters in Biology - teaching in math. Is the teacher highly qualified?

A. No, the teacher is not highly qualified to teach mathematics, only biology.

13. If the middle school has a course in general science that covers several science subjects, is a teacher highly qualified if certified in one science?

A. No, only the science in which he/she is endorsed, or, if endorsed in general science, then they would be considered highly qualified for middle school general science as long as the endorsement is based on having completed a major in science.

14. If a teacher has a major in biology and a minor in chemistry, is the teacher highly qualified in chemistry?

A. No. Only biology unless he/she has passed the chemistry subject area MTTC exam.

15. In relation to secondary science and math teachers in order to be considered highly qualified do they need to meet the requirements for every area of math or science they are teaching. For example if a secondary science teacher is teaching biology, chemistry, and earth science must they meet state highly qualified requirements in each of these separate areas? For math ...algebra, geometry, etc.

A. Teachers must be highly qualified in each subject they teach. Teachers with the science endorsement must demonstrate that they are highly qualified in each of the individual subjects within that endorsement that they are assigned to teach, i.e., biology, chemistry, physics, earth science.

The math endorsement is valid for teaching all of the mathematics curriculum and teachers are highly qualified if they have a math major, or if they have only completed a minor without having taken the MTTC subject area exam, then they will have to demonstrate that they are highly qualified to teach math.

16. For ESEA purposes, the congressional definition of science (biology, chemistry, physics and earth science) does not include physical science. Do physical science teachers need to demonstrate they are highly qualified?

A. Yes, because physical science is a combination of chemistry and physics.

17. I am a social studies teacher assigned to teach 10th grade history. I have an RX (Social Studies) endorsement on my teaching certificate. Am I highly qualified?

A. You would not be considered highly qualified to teach history unless you have a major or the equivalent of an academic major (30 credits) or demonstrated competence by meeting one of the State Board of Education approved HOUSSE options.

18. I am a social studies teacher assigned to teach 7th grade social studies. I have an RX (or CX) on my teaching certificate. Am I highly qualified?
- A. *Yes, you may be considered to be highly qualified to teach a course titles social studies. Note that Michigan School Code requires a teacher of a course titled "social studies" to have either an RX or CX endorsement. A teacher with endorsements for a specific social studies discipline may not be assigned to teach the course.*
19. I am a teacher of high school chemistry (or biology, physics, and earth science). I have a DX endorsement on my certificate. Am I highly qualified?
- A. *You may not be considered to be a highly qualified chemistry teacher unless you have a major or the equivalent of a major; have taken and passed the MTTC chemistry test; demonstrated competence by meeting one of the State Board of Education approved options under HOUSSE.*
20. I am a teacher of 8th grade science. I have a DX endorsement on my teaching certificate. Am I highly qualified?
- A. *Yes, you would be considered to be highly qualified to teach a subject titled science.*
21. What can teachers teach (and be considered "highly qualified") if they have a DX, BX, CX, etc.? *A teacher with a group endorsement may teach a general or survey course in the subject area. (DX-science, general science, etc.; RX or CX – social studies; BX – Language Arts.)*

Section IV: Special Education Questions

1. In self-contained special education classrooms in high school (the teacher teaching all subjects) is the teacher highly qualified? A similar question can be applied to K-8 school districts with self-contained classrooms.
- A. *Special education teachers are not highly qualified to teach in self-contained classrooms at the middle and secondary level unless they meet the requirements for highly qualified in each subject that they teach. At the elementary level, if they hold an elementary teaching certificate with special education endorsements then they would be highly qualified to teach in elementary self-contained classrooms. NOTE: A master's degree in special education satisfies the NCLB highly qualified requirement for a specific special education assignment.*
2. Will a Master's in special education meet the definition of "highly qualified" if I am teaching regular education in other core academic areas?
- A. *No, only if you completed coursework that would give you the equivalent of a major in the subject(s) that you are teaching.*

3. How do secondary special education teachers fit into the highly qualified equation? If they are teaching all subjects in a self-contained classroom, are they required to meet highly qualified requirements in all subjects? What credentials must the special education teacher possess to be in compliance with the law?

A. *Secondary self-contained classroom special education teachers must demonstrate that they are highly qualified to teach in each subject taught. They must still hold a valid teaching certificate with an endorsement in the categorical disability for which they are assigned to teach.*

4. Do special education teachers need to be highly qualified?

A. *Special education teachers in a self-contained classroom who provide instruction in the core academic subjects must demonstrate they are "highly qualified" in each of the core academic subjects, he/she teaches. (If the teacher has a master's in special education, that will make him/her highly qualified for teaching special education classes only.)*

Elementary special education teachers are highly qualified if they are fully certified in Michigan for elementary education.

Special education teachers functioning as a support for students enrolled in a general education core academic subject need not demonstrate that they are highly qualified in that core academic subject.

5. I am a special education teacher assigned to teach in a resource room in a middle school. I am elementary certified with special education endorsements. Am I highly qualified?

A. *You may be considered highly qualified if you meet any one of the following criteria:*

- Have completed a teacher preparation program for elementary teachers at an approved Michigan institution.*
- Have completed a master's degree with a special education focus.*

6. I am a special education teacher assigned to teach in a resource room in a middle school. I am secondary certified with special education endorsements. Am I highly qualified?

A. *You may be considered highly qualified if you meet any one of the following criteria:*

- Have completed a master's degree with a special education focus.*
- Have a major in any of the subjects you are assigned to teach.*
- Have a minor in any of the subjects you are assigned to teach and have taken and passed the appropriate Michigan Test for Teacher Certification (MTTC) test.*
- Have met the HOUSSE option for each subject area taught.*
- Function in a role to support for instruction provided by a highly qualified general education teacher.*

7. Is an elementary certified teacher who is endorsed in special education highly qualified for special education instruction in the high school setting, if the content is best delivered at an elementary level, due to the needs of the students?

A. Yes.

SECTION IV: Miscellaneous Questions

1. I am a teacher assigned to teach in an alternative education setting. I am certified to teach in Michigan and my employing district is in agreement with the assignment. Am I highly qualified?

A. *A teacher in an alternative education setting who primarily instructs school age children, the teacher must demonstrate competence in each subject taught. A teacher may be considered highly qualified if he/she meets one of the options specified in the No Child Left Behind Act or the State Board of Education definition of a highly qualified teacher.*

2. Students may receive English elective credit for taking a yearbook/journalism class. How does the highly qualified requirement impact the journalism teacher?

A. *If the student(s) does receive English credit for the journalism class, the journalism teacher must demonstrate he/she is highly qualified in English. ESEA does not distinguish between required and elective classes.*

3. Districts are asking teachers to report if they are highly qualified. Since teachers have until June, 2006 to meet the highly qualified requirements why are districts asking for the information now?

A. *The MDE is asking districts to report if a teacher is highly qualified or not via the REP (Registry of Educational Personnel). There is no jeopardy for answering no, since teachers have until 2006 to become highly qualified. The reason MDE is asking for this information now is that MDE has to show to the feds that Michigan is making progress toward all teachers being highly qualified by 2006. So, the REP information is how MDE is tracking that progress.*

4. Is there a financial penalty for not meeting the requirements of ESEA?

A. *To not comply with the ESEA requirement could jeopardize federal funding, not only for a district, but for the entire state.*

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For additional information go to: www.aft.org/esea or www.mftrp.org/nclb and www.mi.gov/mde

Contacts:

Dr. Frank Ciloski, Michigan Department of Education, Supervisor – Office of Professional Preparation Services, 1-517-373-6791, ciloskif@michigan.gov

MFT&SRP members contact Lois Lofton Doniver 800-638-8868 or ldoniver@mftrp.org for additional information.