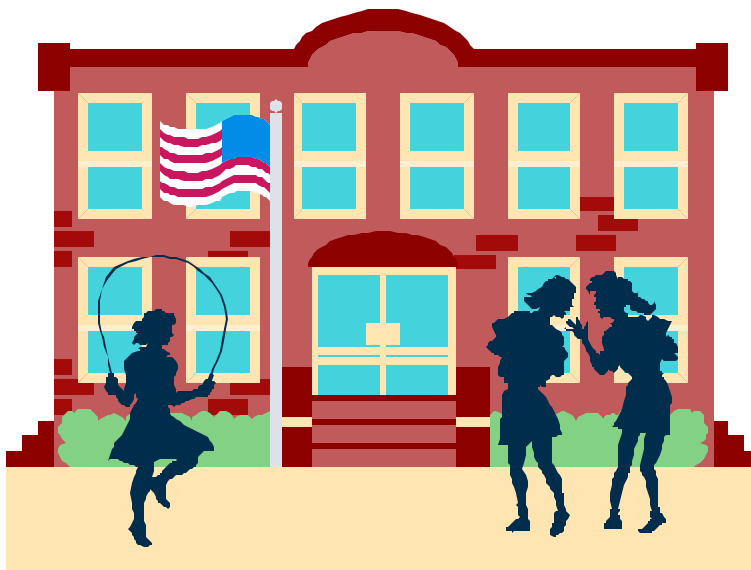


FREQUENTLY ASKED QUESTIONS



MICHIGAN DEPARTMENT OF EDUCATION
Office of Professional Preparation Services

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OFFICE OF PROFESSIONAL PREPARATION SERVICES

Frequently Asked Questions

1. I have a degree in _____. How do I obtain a teaching certificate?

You must complete a teacher preparation program at a regionally accredited and approved teacher preparation institution and pass the Michigan Test for Teacher Certification. If the credit is taken at a Michigan institution, they will recommend you to the Michigan Department of Education for your certificate. Please contact the certification officer at the institution.

If the program is completed at an out-of-state institution, application is made through this office.

2. I hold a teaching certificate from another state. How do I transfer it to a Michigan teaching certificate?

*Application is made through this office. Michigan will accept a valid out-of-state (**and Guam, Puerto Rico and certain provinces in Canada**) teaching certificate as closely as possible. We have a reciprocal agreement for regular teaching certificates from other states. This means that we will match the certificate and offer comparable grade level and subject area endorsements wherever possible.*

Applications are available on our website or by contacting the office directly.

3. I completed a teacher preparation program in another state, but my out-of-state certificate has expired or I never received a certificate. Can I apply for certification in Michigan?

Yes. You can apply for Michigan certification. As long as an individual has completed a teacher preparation program from a regionally accredited and approved institution that included student teaching, the individual can apply for Michigan certification.

We can evaluate the individual based upon the program; however, there may be credit deficiencies because the program may not meet Michigan's requirements. Also, the individual must pass the appropriate Michigan Test for Teacher Certification (MTTC). These individuals are not eligible for the Temporary Teacher Employment Authorization.

4. Will I have to take a proficiency exam? I have already taken the NTE or other exams.

Michigan has its own proficiency exams for teacher certification called the Michigan Test for Teacher Certification. Michigan does not accept any other tests.

However, anyone with an acceptable, valid out-of-state certificate that we can match will be given a one-year Temporary Teacher Employment Authorization (T2EA) which allows the individual to be employed while the tests are being completed. The T2EA is nonrenewable.

5. How do I get a T2EA?

The Temporary Teacher Employment Authorization (T2EA) is given to candidates who hold a valid out-of-state certificate who have completed a teacher preparation program. The T2EA is given automatically to eligible candidates when they apply for a Michigan Provisional certificate. It gives the person a year to complete the testing for Michigan certification.

6. My T2EA is about to expire and I haven't taken the tests or I need to retake some of the tests. Can I renew it?

No. The T2EA is nonrenewable. Each candidate is entitled to only one T2EA, and it cannot, under any circumstance, be renewed. The candidate must complete the testing requirements to become certified.

7. My T2EA was just issued. Can the issue date be changed so the one-year validity span matches the school year?

No. The T2EA is issued upon completion of our evaluation of your credentials and the determination that you meet the requirements for the Provisional certificate based upon a teaching certificate from another state.

8. Isn't there any way to waive testing?

*The only time a candidate does not have to test is when the candidate meets all the requirements for the Professional Education certificate **at the time of application**:*

- a. Holds a valid out-of-state certificate.*
- b. Completion of an 18-hour planned program at a regionally accredited teacher preparation institution since the issuance of the original certificate or hold a master's or higher degree completed at any time.*
- c. Completion of 3 years of successful teaching experience within the validity of out-of-state certificate.*
- d. Completion of the appropriate reading methods course work: 3 semester hours for the secondary certificate; 6 for the elementary certificate. This credit may have been taken anywhere in the candidate's program.*

If a person meets all the requirements for the Professional Education certificate, except the reading methods requirement, we can now give the candidate a special T2EA which gives them one year to complete the reading methods requirements for Michigan. This will be given automatically to eligible candidates requesting the Professional Education certificate.

9. Are there any other requirements to be issued a certificate?

Yes, First Aid training, including CPR for children and adults is required for the initial Michigan Provisional certificate.

10. I completed my teacher preparation program at a Michigan institution, but I never paid my bill.

If you still have the remittance form (bill), send it in to the address on the form. If not, contact Terry Simpson at 517-373-1926 with your name, address, and social security number to request a duplicate bill.

11. What are the requirements for the Professional Education certificate? (for individuals who already hold a Michigan Provisional certificate)

The requirements include:

- a. Hold a current or expired Michigan Provisional certificate.*
- b. Completion of 3 years of successful teaching experience within the validity of the Provisional certificate.*

- c. Completion of at least 18-semester-hour planned program after the issuance of the Provisional certificate or hold a master's or higher degree earned at any time.
- d. Completion of the appropriate reading methods course work: 3 semester hours for the secondary level of certificate; 6 for the elementary.

If the course work is **completed at a Michigan teacher preparation institution**, refer to your institution to be recommended.

If the course work was **completed outside of Michigan**, request an application for the Professional Education certificate from our office or obtain a copy from the website.

12. How do I renew my Michigan teaching certificate?

Provisional Certificate Renewals

The cost for each of these renewals is \$75.

First Renewal

In-state Candidates – Must have completed at least 10 semester hours of an 18-hour planned program since the issuance of the Michigan teaching certificate or hold an approved master's or higher degree from a Michigan accredited teacher preparation institution. Must apply directly through the certification office at the institution where the credit was completed.

Out-of-state Candidates – Must have completed at least 10 semester hours of credit through one or more teacher preparation institutions outside of Michigan since the issuance of their Provisional teaching certificate or hold an approved master's or higher degree earned at any time from an out-of-state teacher preparation institution. You must apply through our office. Applications are available on our website or by contacting the office directly.

Second Renewal

In-state Candidates – Must have completed the 18-hour planned program at a Michigan accredited teacher preparation institution, or an approved master's or higher degree at any time. Must apply directly through the certification office at the Michigan institution where the credit was completed.

Out-of-state Candidates – Must have completed at least 18 semester hours in an endorsement program or a specific master's program at a regionally accredited and approved teacher preparation institution outside the state of Michigan since the issuance of the Provisional certificate, or hold an approved master's or higher degree earned at any time from an out-of-state teacher preparation institution. You must apply through our office. Applications are available on our website or by contacting the office directly. (The endorsement program must be in a teachable subject area as recognized by the state of Michigan.)

Third Renewal

Only possible when the individual has met all academic requirements for the Professional Education certificate, but has not met the requirement of three years of teaching experience within the validity of the teaching certificate. The candidate must provide us with a letter from the college stating they have completed the requirements and a letter from the school district stating they want to employ the candidate. You must apply through our office. Applications are available on our website or by contacting the office directly.

Professional Education Certificates

The renewal of a Professional Education certificate requires the completion of 6 semester hours of credit (these credits may be completed at a 2-year or 4-year institution) or 18 State Board-Continuing Education Units (SB-CEUs) or a combination of the two. Three SB-CEUs equals one semester hour. The required credit hours or SB-CEUs must be completed after the issuance of the Professional Education certificate and within five years of the date of application for the renewal.

The credit may be taken at any regionally accredited teacher preparation institution, or at any approved higher education institution in Michigan as listed in the Michigan Higher Education Directory, including community colleges and private institutions.

Application for the Professional renewal is made through this office. The cost is \$125.

13. What type of credit can I use to renew my Professional Education certificate?

Credit for professional development in education or a teachable subject area, may be used. The credit does not have to be in a planned program and does not have to be graduate level. Credit can be earned at any approved Michigan higher education institution as listed in the Michigan Higher Education Directory.

14. Can I renew my certificate based upon my out-of-state certificate?

Yes. If you hold a valid out-of-state license and have taught at least one year in the preceding five-year time period, you may be eligible for a three-year Provisional renewal.

15. Can I get an extension of my certificate so that I can complete the credit?

A two-year Provisional extension requires sponsorship by the employing school district. The extension can only be issued if the certificate has lapsed within ten years after the initial Provisional certificate was issued. A plan of work from an approved teacher preparation institution must be submitted along with the application. Also, candidate must meet requirements for the Professional Education certificate at the end of the two-year period with no exception. Applicant forfeits access to any opportunity for additional renewals of the Provisional certificate.

16. What is a military or Peace Corps extension?

Our office is authorized to give individuals an extension of their certificate for service in the military or Peace Corps. The individual will be given one year of extension on the certificate for each year they served in the military or Peace Corps during the validity span of the certificate.

17. How do I add an additional endorsement to my certificate?

*Additional endorsements require the completion of the endorsement program **and** the passage of the appropriate Michigan Test for Teacher Certification. The cost of adding an additional endorsement is \$50.*

In-state – *If the course work for the endorsement was completed at an in-state teacher preparation institution, the individual must apply directly through the institution where the program was completed.*

Out-of-state – *If the course work for the endorsement was completed at an out-of-state institution, the individual would apply through this office. Applications are available on our website or by contacting the office directly.*

18. Can I renew my Administrator certificate?

No. Michigan is no longer authorized to issue Administrator certificates. The authorization was eliminated under Public Act 289 of 1995, which went into effect July 1, 1996. Administrators are now required to meet the continuing education rule for administrators, which is completion of 6 semester credit hours or 18 SB-CEUs every 5 years.

19. What type of credit can be used to meet the continuing education credit for administrators?

Credit for professional development in an area(s) that will enhance one's professional growth and development is accepted. The credit may be taken at any regionally accredited and approved teacher preparation institution or at any approved Michigan higher education institution as listed in the Michigan Higher Education Directory.

20. I have a Continuing or Permanent certificate which has lapsed. How can I reinstate it?

There are three ways to reinstate a Continuing or Permanent certificate.

- a. Hold an approved master's or higher degree.*
- b. Completion of 6 semester hours of credit from a regionally accredited teacher preparation institution.*
- c. Be sponsored by a school district for one year.*

Application is made through this office. A reinstatement application and Rule 34 can be found on our website or sent to you by contacting our office directly. The cost is \$50.

21. Why do I have to take a reading class? What type of class is acceptable? How many semester hours?

All teachers holding Provisional certificates issued after July 1, 1983, must complete the appropriate reading methods course work in the teaching of reading: 3 semester hours for a secondary certificate; 6 for elementary. The course work must be completed at a regionally accredited and approved teacher preparation institution. Typical course titles might be Teaching of Reading, Teaching of Language Arts, Reading in the Content Areas, etc. [Rule 390.1126(1)(a) and 390.1127(1)(c) of the Administrative Rules Governing the Certification of Michigan Teachers]

22. I lost my bill. How do I get a duplicate?

Contact Terry Simpson with your name, address and social security number and request a duplicate bill. No charge.

23. I lost my certificate. How do I get a copy?

Applications for Duplicate certificates are available on our website or by contacting our office directly. The cost is \$10. You will receive two copies of the certificate.

If there has been a name change, we will need a photocopy of a legal document such as a marriage license, divorce decree, social security card, etc. to change the name.

24. My name has changed. How do I change it on my certificate?

If there has been a name change, we will need a photocopy of a legal document such as a marriage license, divorce decree, social security card, etc. to change the name.

Applications for Duplicate certificates are available on our website or by contacting our office directly. The cost is \$10.

25. I want a substitute permit. How do I get one?

You must apply directly to the school district where you want to be a substitute teacher. The school then applies for the permit for you. The state of Michigan will send you a bill for \$25. The permit will then be sent to the employing school district.

26. I want to get a Vocational certificate. What do I do?

You must complete a vocational education program and have two years of recent and relevant work experience in the area for which certification is desired. You must either work with a Michigan teacher preparation institution to complete a program or contact Jo Anne Gibson at 517-335-0585 for out-of-state applications..

27. I want information about becoming a school social worker.

Contact the Office of Special Education and Early Intervention Services at 517-373-0926.

28. Questions regarding Resource Room, Special Education Consultant, Teacher Consultant, Supervisor, or Director should be referred to the Office of Special Education and Early Intervention Services at 517-373-0926.

29. I want information about becoming a Driver Education teacher.

Driver Education teachers require approval in addition to the teaching certificate. Contact School Support Services at 517-241-2200.

30. I want to become a high school coach.

Contact the Michigan High School Athletic Association at 517-332-5046.

31. I would like information on becoming a School Psychologist.

For questions regarding School Psychologist certification requirements and procedures for applying, please contact 517-335-0468.

32. Does a person have to have a teaching certificate in order to be credentialed as a school counselor?

No. PA 288 (2000) establishes requirements for a school counselor license, which does not require teacher certification. For more information, please contact Beatrice Harrison at 517-241-0046.

33. I am a social worker or I have a Licensed Professional Counselor (LPC) credential. Can I be hired in a public school district as a guidance counselor?

No. Not with an LPC and/or a credential as a social worker. You will need to work with one of the ten universities in the state of Michigan that offer an approved school guidance counselor program. An advisor in the college of education at one of those institutions can advise you as to what you will need to take (in terms of courses and/or a practicum in a school setting) to complete state requirements necessary to be credentialed as a school counselor.

- 34. If I completed a program in school guidance counseling at an in-state university, can I apply directly to the state for that credential?**

No. Once requirements for a credential (endorsement, authorization, or license) as a guidance counselor have been met, the in-state university is responsible for recommending the applicant to be credentialed as a guidance counselor.

- 35. I would like information on teacher retirement.**

Retirement questions should be directed to the Michigan Department of Management and Budget, Public School Employees' Retirement System, at 517-322-6000.

- 36. I would like information on teacher tenure.**

Tenure questions should be directed to the Administrative Law Office at 517-373-8369.

- 37. Student Loan information – Contact the Michigan Student Loan Authority at 1-877-323-2287 or Scholarships and Grants Office at 1-888-447-2687.**

- 38. I would like to teach at the college/university level. Do I need a teaching certificate?**

Michigan does not require or issue a college-level teaching certificate.

- 39. Does the Michigan Department of Education have a job placement or referral service?**

The Michigan Department of Education operates the Michigan Educator Talent Bank. This service is free to Michigan educators and is available at:

www.michigan.gov/metb

A complete directory of Michigan school districts is published by the Michigan Education Directory, Inc., P.O. Box 15223, Lansing, Michigan 48901; 517-482-8467.

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