



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

February 20, 2014

MEMORANDUM

TO: Local and Intermediate School District Superintendents and Public School Academy Directors

FROM: Joseph Martineau, Ph.D. *JM*
Deputy Superintendent, Accountability Services

SUBJECT: Educator Certificate Renewal and Progression

The purpose of this memo is to provide information to districts in order to avoid any lapse in certificate validity which may jeopardize an educator's employment and/or result in a state aid penalty for the employing school district. The employing school district is required by law to ensure that teachers are properly certificated.

The School Aid Act (M.C.L. § 388.1763 – Sec. 163 of Act 207 of P.A. 1990) states that a district that employs a teacher or counselor that is not legally certificated in the subject areas and grade levels to which they are assigned shall have deducted the sum equal to the amount paid that individual for the period of non-certification or illegal employment. The school official who knowingly places that individual in that position may also be subject to a \$1,500 fine.

In addition, the Revised School Code, Act 451 of 1976 Section 380.1532(1), states that a teaching certificate is valid only if the certificate is signed and notarized, and a copy is filed with the superintendent of the school district in which the teacher expects to teach.

Michigan educator certificates expire on June 30 of a given year. The only exceptions include Temporary Teacher Employment Authorizations (one year validity), Two-year Extended Provisional Certificates (two year validity), and Continuing/Permanent Certificates, which remain valid indefinitely.

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An educator may apply for a renewal of a Michigan certificate any time after January 1 of the year in which his/her certificate expires. An educator may progress to the Professional Certificate (and/or Occupational Certificate) at any time after the requirements have been met. Application is made utilizing the Michigan Online Educator Certification System (MOECS). Educators and employers can verify a certificate's expiration by accessing the MOECS at: www.michigan.gov/moecs or the Michigan educator public credential search at: <https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx>

Please share the attached certification requirements with your educators. Direct all questions related to educator certificate renewal or progression to the Office of Professional Preparation Services at 517-373-3310 or MOECSSupport@michigan.gov.

Attachment

cc: Michigan Education Alliance

CURRENT TEACHER ADMINISTRATIVE RULES

The following changes took effect on **September 1, 2013**, under the new Administrative Rules that govern *teacher* certification.

Provisional Teaching Certificate Renewals

(Each renewal is valid for approximately three years)

First renewals of Provisional Certificates require ONE Of THE FOLLOWING since the issue date of the initial Provisional certificate:

- 6 semester hours in a planned course of study* at an approved educator preparation institution (EPI) or 6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university earned within the three years preceding the date of application;
- 180 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate earned within the three years preceding the date of application; and
- Combination of semester credit hours and SCECHs (30 SCECHs equate 1 semester credit hour) earned within the three years preceding the date of application;

Second renewals of Provisional Certificates require ONE Of THE FOLLOWING since the issue date of the FIRST Provisional renewal:

- 6 semester hours in a planned course of study* at an approved EPI or 6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university earned within the three years preceding the date of application;
- 180 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate earned within the three years preceding the date of application; and
- Combination of semester credit hours and SCECHs (30 SCECHs equate 1 semester credit hour) earned within the three years preceding the date of application;

** A planned program is credit earned towards a Master's Degree in education or a field of study related to education or in an approved endorsement program (minimum 20 semester credit hours to obtain endorsement) at a state approved EPI.*

Note: Please reference www.michigan.gov/teachercert for regionally accrediting agencies.

Professional/Occupational Certificates

(Each Professional/Occupational certificate is valid for approximately five years)

Progressions to the Professional and Occupational certificates require an applicant to present evidence that he or she has completed the following:

- Three years of satisfactory teaching experience since the issue date and within the validity and grade level of the Provisional/Occupational Certificate; and
- Six semester credit hours of reading methods for elementary certified teachers and 3 semester credit hours of reading methods for secondary certified teachers (typically completed in initial teacher preparation programs); and
- Three semester credit hours in the diagnosis and remediation of reading disabilities and differentiated instruction which includes a field experience.

Beginning July 1, 2009, all teachers progressing from a Provisional to the Professional Education Certificate, or from the Interim Occupational Certificate to the Occupational Certificate, must have completed 3 semester credit hours of reading diagnostic and remediation coursework in accordance with Michigan Revised School Code MCL 380.1531(4)**; The following link provides a list of approved Michigan courses that meet this requirement under the Specialty Programs heading at the bottom of the page:
<http://www.michigan.gov/teachercert>.

*** Applicants who complete the reading diagnostics course out-of-state must have the Reading Diagnostics Course Certification form completed and signed by the out-of-state university. The form is available in the Michigan Online Educator Certification System: www.michigan.gov/moecs.*

AND one or any combination of the following, within the five year period preceding the date of application and since the issue date of the most recent Provisional Certificate:

- 6 semester hours in a planned program* at an approved EPI or 6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university; or
- 180 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate held; or
- 150 District Provided Professional Development (DPPD) clock hours in accordance with Michigan School Code Sections 380.1527. The DPPD form is available in the Michigan Online Educator Certification System <http://michigan.gov/moecs>.

Note: If DPPD is used in combination with semester credit hours and/or SCECHs you are required to have 180 hours to renew. If only DPPD is used you are required to have only 150 hours (no more than 30 hours per school year can be counted) to renew. You are also required to complete the DPPD form (one per school year) and have it signed by the Principal or Designee of the school district and each page of DPPD activity initialed by the Principal or Designee. These records will be among the required documents provided at the time of application.

Note: 30 SCECHs equates to 1 semester credit hour and 30 clock hours of DPPD equates to 1 semester credit hour

Advanced Professional Education Certificate (optional)

Starting September 1, 2013 (only available after June 30, 2016), a teacher may apply for an Advanced Professional Education Certificate, which is valid for five years. The applicant must:

- Hold the Professional Education Certificate; and
- Hold a National board certification or have completed a teacher leader training or preparation program approved by MDE; and
- Have received five consecutive “effective” or “highly effective” ratings on annual teacher evaluations in the most recent 5-year period. (Data only available after June 30, 2016.)

Additional information on teacher certification, as well as administrator, school psychologist and school counselor certification, can be found on our website: www.michigan.gov/teachercert