



Bureau of Community and Health Systems  
 PO Box 30664 • Lansing, MI 48909  
 Telephone: (517) 335-1980

[www.michigan.gov/BCHS](http://www.michigan.gov/BCHS)  
[LARA-BCHS-Qualified-Interpreter@michigan.gov](mailto:LARA-BCHS-Qualified-Interpreter@michigan.gov)

**RENEWAL APPLICATION FOR A MICHIGAN INTERPRETER CERTIFICATION  
 (This Form Should Not Be Used For Initial Certification)**

Type or Print Clearly/Complete All Fields

First Name		Middle Name		Last Name	
U.S. Social Security #			Date of Birth		
Address					
City		State	Zip Code	County	
Telephone Number			Email Address		
Please choose the Regions you may accept assignments for: <input type="checkbox"/> All; <input type="checkbox"/> Region I; <input type="checkbox"/> Region II; <input type="checkbox"/> Region III; <input type="checkbox"/> Region IV; <input type="checkbox"/> Region V; <input type="checkbox"/> Region VI; <input type="checkbox"/> Region VII; <input type="checkbox"/> Region VIII <input type="checkbox"/> Out-Of-State					
List any other name or alias by which you have ever been known, including maiden name, if applicable: _____					

CHECK THE OBTAINED BY METHOD	FOR OFFICE USE ONLY	
<input type="checkbox"/> Michigan Certification Annual Renewal Fee <b>\$30.00</b> 7301-01	Certification # _____	Processed: _____
<input type="checkbox"/> Late Michigan Certification Renewal Fee <b>\$45.00</b> 7301-01		
<input type="checkbox"/> Reinstatement Fee <b>\$170.00</b> 7301-01		
Your check or money order, drawn from a U.S. financial institution and made payable to the <b>STATE OF MICHIGAN</b> , must accompany this request. <b>DO NOT SEND CASH.</b> Fees are non-refundable.		

LARA/BCHS-INTERPRETER RENEWAL (05/21)

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.



**Required Additional Documents:**

**All Applicants**

- If you would like to add a credential (RID, EPIA or BEI) to your Michigan certification during renewal, please complete the Michigan Interpreter Certification Application from our website, [www.michigan.gov/bchs](http://www.michigan.gov/bchs), and attach that application to your renewal application. An additional fee is not required to add a credential during renewal.
- If you have more than one credential on your Michigan certification and you do not want to renew one of them, please attach a separate sheet explaining which credential you do not want to renew on your Michigan certification.
- To add an endorsement a separate application and fee is required.

**Applicants with a BEI Credential**

- You must submit evidence of earning at least 2.0 CEUs (20 hours) of continuing education. Only submit continuing education necessary to fulfill this year's renewal requirements. Certificates of attendance, signed letters of attendance, or an RID transcript must be submitted as proof that the continuing education has been completed. If an RID transcript is submitted, please highlight or indicate on the transcript which courses are being used to fulfill the continuing education requirement.
- A renewal application postmarked after the certification expiration date must include a check or money order for \$45 (\$30 renewal fee and the \$15 late fee). If a complete renewal application is not postmarked within 90 days from the certification expiration date, the certificate holder must retake the BEI performance examination before a renewal application can be processed.

**Applicants with an RID Credential**

- Submit a copy of your valid, renewed, RID membership card showing the credential(s) you possess.
- A renewal application postmarked 45 days or less after the certification expiration date must include a check or money order for \$45 (\$30 renewal fee and the \$15 late fee). A complete renewal application postmarked more than 45 days after the certification expiration date, must include a check or money order for \$170 (\$30 renewal fee, \$15 late fee, and \$125 reinstatement fee).

**Note: You must renew your RID membership with the Registry of Interpreters for the Deaf before renewing your Michigan certification.**

**Applicants with an EIPA Credential**

- You must submit evidence of earning at least 2.0 CEUs (20 hours) of continuing education. Only submit continuing education necessary to fulfill this year's renewal requirements. Certificates of attendance, signed letters of attendance, or an RID transcript must be submitted as proof that the continuing education has been completed. If an RID transcript is submitted, please highlight or indicate on the transcript which courses are being used to fulfill the continuing education requirement.
- A renewal application postmarked 45 days or less after the certification expiration date must include a check or money order for \$45 (\$30 renewal fee and the \$15 late fee). A complete renewal application postmarked more than 45 days after the certification expiration date, must include a check or money order for \$170 (\$30 renewal fee, \$15 late fee, and \$125 reinstatement fee).

**CERTIFICATION**

- I certify that the statements in this application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.
- I agree to abide by the NAD-RID Code of Professional Conduct, the EIPA Guidelines of Professional Conduct for Educational Interpreters, Version August 1, 2007, and will comply with the rules and regulations for state certification and conduct of an interpreter.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date