

Michigan Endorsements Update

The Division has been receiving and processing Endorsement applications. Based on what we have seen, we wish to share the following information to help individuals better understand the process. During the Endorsement applications process to date:

- The Division has posted a list of programs approved for credit towards specific Endorsement requirements. This list will be updated weekly. It is NOT a final or complete list of programs eligible for credits, only a list of programs submitted for review by other applicants which have been approved by the Division.
- The weekly update also will include the number of Endorsement applications granted as of that date for each specific Endorsement.
- Any individual's application which does not include sufficient information for the Division to approve it is placed under "Pending Application" review. The applicant will then receive an email from the Division outlining the reason additional information is required. As outlined in the email, applicants will have up to 35 calendar days to provide the information without submitting a new application or fee.

The initial review of an Endorsement application may result in one of three outcomes.

- 1) **Approval:** Upon determination that an application is complete and approved, Division staff will email applicants that the Division has approved their Endorsement application for listing on the Michigan Online Interpreter System. Applicants also will receive a new Michigan Certified Interpreter Identification Card reflecting the additional credential. Each Endorsement is valid for four years. Applicants may obtain more than one Endorsement.
- 2) **Pending Application:** If additional documentation is required, the applicant must submit the missing documentation within 35 calendar days. The Division will send applicants an email outlining the reason for additional documentation and specify when that documentation is due. At the end of the 35 day period, the Division will conduct a final review of the application and either approve or deny it. If the applicant does not respond within 35 days, the application will be denied without further review. A denied applicant may reapply, but a new Michigan Endorsement Credential Application and \$20 fee will be required.
- 3) **Denial:** If the Endorsement application is denied, the Division will provide the applicant with a brief explanation for why it was the denied. The explanation of denial requires the Division Director's review. Applicants must submit a request for reconsideration of a denial due to other reasons to the Division Director not more than seven business days after the denial was received. The request must include the reasons why the initial decision was in error. If the Division Director is persuaded, he or she may reverse the denial and approve the request. If not persuaded, the Division Director will provide a copy of the request, denial, and any other information deemed relevant to the Michigan Department of Civil Rights Director or their designee for final determination.

The key to receiving credit for Endorsement CEUs is to show that **BOTH** the **presenter(s)** and the **material** covered are **APPROPRIATE TO THE PARTICULAR CEU REQUIREMENT**.

- The Endorsement requirements are specific and credit can only be given to programs which address the specific requirements. The Division will conduct a case-by-case assessment primarily based on the information each applicant submits with their application.
- When requesting credits, applicants should include as much information as possible as to what a program covered. This may include a syllabus, advertisement, or other statement by the program's host. Failure to do so is the most frequent cause of applications being held pending additional information.
- RID-approved programs are automatically given the Professional Studies CEUs credited as indicated on a certificate of attendance or transcript. Unfortunately, because RID does not indicate whether (and what part of) a program is specific to deafblind, ethics, legal, and/or medical/mental health studies, it is not possible for the Division to automatically recognize CEUs for specific Endorsement requirements, or as anything other than Professional Studies. This does not mean that the Division will not provide Endorsement CEUs for the program in question; it means only that the Division needs more information on what the program covered and for how long. For example, a program on domestic violence may include some content related to a Medical/Mental Health Endorsement requirement, some content related to a Legal Endorsement requirement, and some content generally related to interpreting. It may even have one hour devoted to Ethics considerations. However, simply establishing that RID awarded 6 Professional Studies CEUs for the program does not breakdown the specific hours toward each requirement.

The Division strongly encourages applicants to provide all the information they currently possess as soon as possible. If the Division grants the application, nothing more is required. If the Division determines further information is required, applicants will then have a better understanding of what they need to do.