



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: November 7, 2019

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

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: Annual Certification Reminder and Requirements

The Michigan Department of Education (MDE) is reminding local district administrators and department of human resources staff to begin the annual review of staff credential expiration dates. Educators with a certificate expiration date of June 30, 2020, should be encouraged to log into the [Michigan Online Educator Certification System](#) (MOECS) and begin updating account information.

It is an educator's responsibility to maintain valid Michigan certification for employment. It is an employer's responsibility to verify and ensure certificate validity **before** placing an educator in an assignment.

When a certified individual is not available, it is an employer's responsibility to obtain a [valid substitute permit, approval, or authorization](#) for the assignment. Certificates from other states may not be used in lieu of valid Michigan certification.

Roles that require a valid certificate, permit, or authorization prior to the first day of placement include: teachers, school social workers, school counselors, school psychologists, school librarians (library media), many of the [special education roles](#) specified in the Michigan Administrative Rules for Special Education (MARSE), and school administrators, including those individuals [administering instructional programs](#).

Individuals with an expiring certificate can begin [applying for renewal or recertification](#) on January 1 of the year of expiration. An applicant's certificate end date does not change from June 30 by applying between January 1 and June 30 of the year in which the certificate expires.

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For the Office of Educator Excellence (OEE) to provide the highest level of customer support, we are asking you to encourage your educators to apply as early as possible and ensure they successfully complete the process. This will help educators avoid lapses in certification, which can result in costly state aid deductions for the district. It should be noted that a certificate must be printed, notarized, and on file in the district office in accordance with [MCL 380.1532](#).

For additional information, please contact the OEE at MDE-EducatorHelp@michigan.gov or 517-241-5000.

cc: Michigan Education Alliance