



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: December 3, 2020

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

FROM: William Pearson, Ed.D., Interim Deputy Superintendent
Division of Educator, Student, and School Supports *WAP*

SUBJECT: Annual Certification Reminder and Requirements

The Michigan Department of Education (MDE) is reminding local education agencies (LEAs), both traditional public school districts and public school academies, to begin the annual review of staff credential expiration dates. Educators with a certificate expiration date of June 30, 2021 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, employers can obtain a valid substitute permit, approval, or authorization that allows an individual to be placed in an assignment to meet staffing needs. Applications for these [flexibility options](#) may be submitted as early as July 1 for the upcoming academic year. Certificates from other states may not be used in lieu of a 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 specific school administrators, including those individuals [administering](#) instructional programs.

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Educators can begin [applying for renewal or recertification](#) as early as January 1 of the calendar year of their current certificate's expiration date. Applying for a new certificate early in the calendar year does not cause that new certificate to expire any earlier. All certificates with a five-year validity expire on June 30.

For MDE to provide the highest level of customer support, we are asking LEAs to encourage educators to apply as early as possible and ensure successful completion of the process. This will help educators avoid lapses in certification that can result in costly state aid deductions for the LEA. It should be noted that a certificate must be printed, notarized, and on file with the LEA in accordance with [MCL 380.1532](#). For additional information, please contact MDE's office of educator excellence at MDE-EducatorHelp@Michigan.gov or 517-241-5000.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors