



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: August 20, 2020

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

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
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 human resources staff 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 that meets staffing needs. These [flexibility options](#) are available each year on July 1 for the upcoming academic year. 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 specific school administrators, including those individuals [administering instructional programs](#).

Educators with an expiring certificate can begin [applying for renewal or recertification](#) on January 1 of the year of expiration. Educators do not lose validity time on a certificate by applying between January 1 and June 30 of the year in which the certificate expires.

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For MDE to provide the highest level of customer support, we are asking you to encourage your educators to apply as early as possible and ensure that 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 Office of Educator Excellence at MDE-EducatorHelp@Michigan.gov or 517-241-5000.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors