



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: December 9, 2021

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

FROM: Delsa Chapman, Ed.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: Annual Certification Expiration Reminder and Requirements

Improved student achievement requires access to high-quality instruction. To ensure students receive high-quality instruction from qualified teachers, this memorandum serves as a reminder to administrators and human resources staff at local educational agencies (LEAs), both traditional public school districts and public school academies, to begin the annual review of staff credential expiration dates.

It is an *educator's* responsibility to maintain a 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 flexibility for an individual to be placed in an assignment that meets staffing needs.

Positions 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 administering instructional programs.

All certificates expire on June 30, five years from issuance. Educators can begin [applying for renewal or recertification](#) in the [Michigan Online Educator Certification System](#) beginning January 1 of the year their current certificate expires. Applying for a new certificate early in the calendar year does not cause that new certificate to expire any earlier.

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Please encourage educators to apply as early as possible to ensure timely completion of the process and avoid lapses in certification, which 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 the Office of Educator Excellence at MDE-EducatorHelp@Michigan.gov or 517-241-5000.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors