



Bureau of Community and Health Systems  
 PO Box 30664 • Lansing, MI 48909  
 Telephone: 1(833) 519-7227 or (517) 241-0097  
[www.michigan.gov/BCHS](http://www.michigan.gov/BCHS)  
[LARA-BCHS-Qualified-Interpreter@michigan.gov](mailto:LARA-BCHS-Qualified-Interpreter@michigan.gov)

**RENEWAL APPLICATION FOR A MICHIGAN INTERPRETER CERTIFICATION**  
**(This form should not be used for Initial Certification)**

Type or Print Clearly – **Complete all fields required**

First Name		Middle Name		Last Name	
Last 4 of U.S. Social Security # XXX-XX-			Date of Birth		
Address					
City		State	Zip Code	County	
Telephone Number			Email Address		
Please choose the Regions in which you may be available for assignments: <input type="checkbox"/> All Regions <input type="checkbox"/> Region I <input type="checkbox"/> Region II <input type="checkbox"/> Region III <input type="checkbox"/> Region IV <input type="checkbox"/> Region V <input type="checkbox"/> Region VI <input type="checkbox"/> Region VII <input type="checkbox"/> Region VIII <input type="checkbox"/> Out of State					
List any other name or alias by which you have ever been known, including maiden name, if applicable: <hr/>					
CHECK THE OBTAINED BY METHOD			FOR OFFICE USE ONLY		
<input type="checkbox"/> Michigan Certification Annual Renewal Fee <b>\$30.00</b> 7301-01 <input type="checkbox"/> Late Michigan Certification Renewal Fee <b>\$45.00</b> 7301-01 <input type="checkbox"/> Reinstatement Fee <b>\$170.00</b> 7301-01			Certification # _____ _____		Processed: _____
Your check or money order, drawn from a U.S. financial institution and made payable to the <b>STATE OF MICHIGAN</b> , must accompany this request. <b>DO NOT SEND CASH.</b> Fees are non-refundable.					

The Department of Licensing and Regulatory Affairs will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to the agency.

**Complete all fields required**

1. I have the ability and will serve the public in a fair, honest, and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated, or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking certification.	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Have you ever been convicted of homicide, murder, manslaughter, criminal sexual conduct in any degree, felonious assault or battery, armed robbery, extortion, larceny, embezzlement, or elder exploitation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>If you answer "yes" to this question, you must submit court records AND documentation which shows at the current time you have the ability to, and are likely to, serve the public in a fair, honest, and open manner, that you are rehabilitated, or that the substance of the former offense is not reasonably related to the occupation or profession for which you are seeking certification. Documentation may include a certificate of employability, if applicable.</b>	
3. Do you work for a VRI company doing business in Michigan? If yes, please include VRI company name: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. If the response was "yes" to question 3, has the company complied with Michigan VRI Standard requirements?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Your name and credential(s) will be listed in the Michigan Online Interpreter System based on the above information. Do you want your contact information listed with your name and credentials?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Do you anticipate performing educational interpreting?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Note: Standard level 2 and 3 interpreters may perform secondary education interpreting. EIPA credentialed, certified interpreters may perform elementary or secondary education interpreting based on their EIPA credential, if noted on their Michigan certification.	
7. Which credentials/endorsements are you renewing?	
<input type="checkbox"/> RID	<input type="checkbox"/> DB
<input type="checkbox"/> BEI I <input type="checkbox"/> BEI II <input type="checkbox"/> BEI III	<input type="checkbox"/> MMH
<input type="checkbox"/> EIPA	<input type="checkbox"/> Legal
<b>Additional notes:</b> (If removing or adding a credential/endorsement, indicate here. If adding, attach appropriate application)	
_____	

**ANNUAL PROFESSIONAL DEVELOPMENT ACTIVITIES**

The Bureau will not credit any units which do not include hard copies of Certificates of Attendance, signed Letters of Attendance, or a RID transcript. Please attach all required documentation for all applicable credentials. Note: This does not apply to a renewal applicant with a RID credential unless they have an endorsement.

Course Title	Date (M/D/Y)	CEU TYPE (PS, Ethics/PPO, GS)	DB, MMH, Legal	Number of CEUs

**Sign and date required**

**CERTIFICATION**

- I certify that the statements in this application are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law.
- I agree to abide by the NAD-RID Code of Professional Conduct, the EIPA Guidelines of Professional Conduct for Educational Interpreters, Version August 1, 2007, and will comply with the rules and regulations for state certification and conduct of an interpreter.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Required Additional Documents:**

### **All Applicants**

- If you would like to add a credential (RID, EIPA or BEI) to your Michigan certification during renewal, please complete the Michigan Interpreter Certification Application from our website, [www.michigan.gov/bchs](http://www.michigan.gov/bchs), and attach that application to your renewal application. An additional fee is not required to add a credential during renewal.
- If you have more than one credential on your Michigan certification and you do not want to renew one of them, please indicate above which credential you do not want to renew on your Michigan certification.
- To add an endorsement, a separate application and fee is required. No additional fee or application is required to renew an endorsement.
- Only submit continuing education necessary to fulfill this year's renewal requirements, if applicable.

### **Applicants with a BEI Credential**

- You must submit evidence of earning at least 2.0 CEUs (20 hours) of continuing education. Certificates of attendance, signed letters of attendance, or a RID transcript must be submitted as proof that the continuing education has been completed. If a RID transcript is submitted, please highlight or indicate on the transcript which courses are being used to fulfill the continuing education requirement.
- A renewal application postmarked after the certification expiration date must include a check or money order for \$45 (\$30 renewal fee and the \$15 late fee). If a complete renewal application is not postmarked within **90 days** from the certification expiration date, the certificate holder must retake the BEI performance examination before a renewal application can be processed.

### **Applicants with an RID Credential**

- Submit a copy of your valid, renewed, RID membership showing the credential(s) you possess (Include a screenshot your RID portal home page with membership details or attach a PDF of your RID verification letter downloaded from RID portal). **Note:** Renew your RID membership with the Registry of Interpreters for the Deaf before renewing your Michigan certification.
- A renewal application postmarked 45 days or less after the certification expiration date must include a check or money order for \$45 (\$30 renewal fee and the \$15 late fee). A complete renewal application postmarked more than **45 days** after the certification expiration date, must include a check or money order for \$170 (\$30 renewal fee, \$15 late fee, and \$125 reinstatement fee).

### **Applicants with an EIPA Credential**

- You must submit evidence of earning at least 2.0 CEUs (20 hours) of continuing education. Certificates of attendance, signed letters of attendance, or a RID transcript must be submitted as proof that the continuing education has been completed. If a RID transcript is submitted, please highlight or indicate on the transcript which courses are being used to fulfill the continuing education requirement.
- A renewal application postmarked 45 days or less after the certification expiration date must include a check or money order for \$45 (\$30 renewal fee and the \$15 late fee). A complete renewal application postmarked more than **45 days** after the certification expiration date, must include a check or money order for \$170 (\$30 renewal fee, \$15 late fee, and \$125 reinstatement fee).

### **View the Michigan Qualified Interpreter General Rules**

- Click [here](#) or available on the Michigan Qualified Interpreter website.