

Michigan Qualified Interpreter Program  
Email: [LARA-BCHS-Qualified-Interpreter@michigan.gov](mailto:LARA-BCHS-Qualified-Interpreter@michigan.gov)  
Phone: 1-833-519-7227 or 517-241-0097  
Website: [Qualified Interpreter Program](#)

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Qualified Interpreter Annual Renewal Important Dates:

**RID and EIPA credentials:**

| Date                    | Description   | Fees  |
|-------------------------|---|-------|
| <b>June 30</b>          | Renewal ends for timely submissions without late fee.<br>Renewal application <a href="#">here</a> . | \$30  |
| <b>July 1-August 15</b> | 45-day window to submit a late renewal application with an additional fee of \$15.                  | \$45  |
| <b>After August 16</b>  | Applications received after this date will require a reinstatement fee.                             | \$170 |

**BEI credentials:**

| Date   | Description   | Fees      |
|--|---|-----------|
| <b>Date of Expiration</b>                        | Renewal ends for timely submissions without late fee.<br>Renewal application <a href="#">here</a> . | \$30      |
| <b>Within 90 days following expiration</b>       | 90-day window to submit a late renewal application with an additional fee of \$15.                  | \$45      |
| <b>After 90 days or more from the expiration</b> | Retesting is required at the current BEI level to be reinstated.                                    | \$125/175 |

Renewal application (updated) found [here](#). Applications, documentation, and payment can be submitted via US Mail postmarked on or before the dates outlined above to:

**Bureau of Community and Health Systems (BCHS)**  
PO Box 30664  
Lansing, MI 48909

**RENEWAL HELPFUL INFORMATION**

**Applicants with RID Credentials**

- First renew RID credentials, then 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) with the renewal application and mail to BCHS with payment. Please do not send a RID payment receipt only.
- Interpreters certified through RID only submit CEUs needed for endorsement purposes.
  - If submitting a RID transcript, highlight or indicate the courses being used to fulfill the continuing education requirement for an endorsement.

**Applicants with EIPA Credentials**

- Submit proof of earning at least 2.0 continuing education units (20 hours). Proof includes:
  - Certificates of attendance,
  - Signed letters of attendance, or
  - RID transcript
    - If submitting an RID transcript, highlight or indicate courses being used to fulfill the continuing education requirement.

### Applicants with BEI Credentials

- BEI renewal dates coincide with the date of initial certification.
- Submit proof of earning at least 2.0 continuing education units (20 hours). Proof includes:
  - Certificates of attendance,
  - signed letters of attendance, or
  - RID transcript
    - If submitting an RID transcript, highlight or indicate courses being used to fulfill the continuing education requirement.

**Note:** BEI renewal application postmarked after expiration date must include late fee totaling \$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, certificate holder must **retake the BEI performance examination** before a renewal application can be processed.

## FREQUENTLY ASKED QUESTIONS

| Question  | Answer  |
|---|---|
| How often do I renew my certification?  | All certifications require annual renewal.  |
| If I submit my application, documentation, and fees just before my expiration date or during the grace period after expiration, and the department is processing the paperwork, may I continue to work? | Yes, an interpreter will remain on the registry showing an expired certification date if an application is in process. See <a href="#">Qualified Interpreter Program</a> .  |
| How do I pay?   | By check or money order and made payable to the <b>STATE OF MICHIGAN</b> . Do not send cash. Fees are non-refundable.   |
| Where do I send my application, documentation, and payment?   | Send via US Mail to:<br><b>Bureau of Community and Health Systems</b><br><b>PO Box 30664</b><br><b>Lansing, MI 48909</b>  |
| How will I know if my renewal was processed?  | When the renewal is processed, your listing in <a href="#">MOIS</a> will be updated and a new certification card will be mailed to you.   |
| How do I add a credential (RID, EPIA or BEI) to my Michigan certification during renewal?   | Complete the Michigan Interpreter Certification Application found <a href="#">here</a> . Attach the initial certification application to the renewal application. No additional fee is required to add a credential during renewal. |
| What do I do if I do not want to renew a credential/endorsement on my Michigan Certification?   | Add a note on the line indicated on the renewal application explaining which credential/endorsement not to renew.   |
| What do I need to do to add an endorsement?   | Submit the application found <a href="#">here</a> and the required fee.   |
| What does it cost to renew an endorsement?  | No additional fee is required to renew an endorsement. <b>Existing endorsements renew with your renewal application. There is no separate application or fee required at renewal for endorsements.</b>                              |
| Does the RID Power, Privilege, and Oppression (PPO) fulfill the MI Ethics CEUs.   | Yes. <b>Ethics=PPO</b> . Only BEI/EIPA certified interpreters must submit proof of Ethics/PPO   |

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|---|--|
|   | CEUs. RID certified interpreters do not need to submit proof of Ethics/PPO.  |
| How do I find out when my 4-year cycle for CEUs expires?  | Due to the current workload, we might not be able to answer specific questions pertaining to 4-year totals. Please submit a renewal application with CEUs and if we need to request information, we will reach out to you. |
| How is the 4-year CEU cycle calculated?   | Manual calculation is performed for each interpreter. An interpreter should maintain copies of their renewal information to track their cycles and CEUs fulfilled.   |
| Do I need to re-send previous documents/CEUs with my renewal application?                               | No, documents/CEUs from previous years are not necessary. However, we will reach out to you to request documents if needed.  |
| Can we email our renewal application and mail the payment?  | Payment and application documents should be mailed together to ensure proper routing.  |
| I am an underqualified/substitute educational interpreter, do I need to complete a renewal application? | No, underqualified/substitute educational interpreters must submit a different application each school year. Application <a href="#">here</a> .  |

## OTHER HAPPENINGS

You are invited to attend the next Board of Interpreters for the Deaf, Deaf-Blind and Hard of Hearing Board Meeting. For more information about future board meetings, click [here](#).