



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

First Name	Middle Name	Last Name	
U.S. Social Security #		Date of Birth	
Address			
City	State	Zip Code	County
Telephone Number		Email Address	
Please choose the Regions you may accept assignments for: <input type="checkbox"/> All; <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:

\_\_\_\_\_

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: _____ _____
<p>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.</p>		

LARA/BCHS-INTERPRETER RENEWAL (04/23)

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 this agency.

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 a certification.  YES  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?  YES  NO

**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 a license. Documentation may include a certificate of employability, if applicable.**

3. Do you work for a VRI company doing business in Michigan?  YES  NO  
 If yes, please include VRI company name: \_\_\_\_\_

4. If the response was “yes” to question 3 above, has your company complied with Michigan VRI Standard requirements?  YES  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?  YES  NO

6. Do you anticipate performing educational interpreting?  YES  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.

**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 an RID credential, unless they have an endorsement.

Course Title	Date (M/D/Y)	CEU TYPE (Professional/Ethics/General)	Number of CEUs

**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 attach a separate sheet explaining which credential you do not want to renew on your Michigan certification.
- To add an endorsement a separate application and fee is required. Existing endorsements renew with the renewal.

**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.
- Only submit continuing education necessary to fulfill this year's renewal requirements.

**Applicants with an RID Credential**

- Submit a copy of your valid, renewed, RID membership showing the credential(s) you possess (RID verification letter/PDF of credential).
- 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).

**Note: Renew your RID membership with the Registry of Interpreters for the Deaf before renewing your Michigan certification and attach the copy of the RID credential to your application.**

**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).
- Only submit continuing education necessary to fulfill this year's renewal requirements.

**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