

Michigan Qualified Interpreters Program
Email: LARA-BCHS-Qualified-Interpreter@michigan.gov
Phone: 1-833-519-7227 or 517-241-0097
Website: [Qualified Interpreters \(michigan.gov\)](http://QualifiedInterpreters(michigan.gov))

Qualified Interpreter Annual Renewal for Certifications with **RID** and **EIPA** Credentials

Important Dates:

Date	Description	Fees
June 30th	Renewal ends for timely submissions without late fees. Renew here	\$30
August 15th	End of 45-day grace period deadline for renewal. An additional late fee of \$15 during the grace period.	\$45
After August 16th	Applications received after date will require a reinstatement fee.	\$170

Renewal application found [here](#). Applications and documentation can be submitted 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 RID verification letter/pdf of the credential with the renewal application to BCHS.
- 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).

Note: 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.

QUESTIONS AND ANSWERS

Questions	Answers
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 Qualified Interpreters (michigan.gov)
How do I pay?	By check or money order and made payable to the STATE OF MICHIGAN . Do not send cash. Fees are non-refundable.
Where do I send my application, documentation, and payment?	Send via US Mail to: Bureau of Community and Health Systems PO Box 30664 Lansing, MI 48909
How do I add a credential (RID, EPIA or BEI) to my Michigan certification during renewal?	Complete the Michigan Interpreter Certification Application found here . 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 on my Michigan Certification?	Attach to your renewal a document explaining which credential not to renew.
What do I need to do to add an endorsement?	Submit the application found here and the required fee.
What does it cost to renew an endorsement?	No additional fee is required to renew an endorsement.
Does the RID Power, Privilege, and Oppression (PPO) fulfill the MI Ethics CEUs.	Yes.
How do I find out when my 4-year cycle for CEUs expire?	Contact our team at LARA-BCHS-Qualified-Interpreter@michigan.gov and they will provide your expiration date.
How is the 4-year CEU cycle calculated?	A calculation is performed for each interpreter. An interpreter should maintain copies of their renewal information to track their cycles and CEUs fulfilled.