



101 Eberhard Center, 301 W. Fulton St., Grand Rapids, MI 49504-6495

To: Applicants for Renewal of Teaching Certification
Applicants for Professional Certificates

From: Teacher Certification Officer, College of Education Student Information and Services Center

According to Michigan General School Laws, teachers are required to have valid teaching certificates in all Michigan Elementary and Secondary Schools.

Please note the expiration date of your provisional certificate. You should plan to meet the requirements for a professional certificate before the expiration of your provisional certificate in order to be qualified to continue teaching.

- For persons who do not complete the requirements, the certificate expires on June 30 of the year of the certificate's expiration.
- The expiration year of your teacher education certificate shall be determined as follows:
 - (a) Certificates issued through January 1 shall expire 5 years from the preceding June 30.
 - (b) Certificates issued beginning January 1 will expire 5 years from the following June 30.

Renewing a Provisional Certificate

- If you do not qualify for professional certification, a first 3-year renewal of the provisional certificate may be granted if you present evidence that you have completed 9 semester hours, since the issuance of the provisional certificate, in a planned course of study or if you hold an approved masters or doctoral degree. **Effective July 1, 2009 an approved course in the diagnostic and remediation of reading disabilities and differentiated instruction, including field experience, is required as part of the 18 hours.**
- A second 3-year renewal may be granted if you present evidence that you have earned 18 semester hours, since the issuance of the provisional certificate, in an approved planned course of study applicable toward requirements for a professional certificate or if you hold an approved masters or doctoral degree and met the reading requirement.
- Additional 3-year renewals of a provisional certificate may be obtained after the expiration of the **second** provisional renewal if all credits for a professional certificate have been completed. An employing Michigan public or private school may sponsor a teacher for additional 3-year provisional certificate renewals. An applicant shall apply to the state board of education for such renewal within 30 days after the employment of the teacher in a full-time or part-time regular teaching assignment.
- Additional renewals are not available for substitute teaching or for applicants who meet professional certificate requirements.

Obtaining a Professional Certificate

If you hold a Michigan Provisional Certificate, you may obtain a Professional Certificate if you present evidence that you have met the following requirements:

- Applications for a professional certificate must have a United States Social Security number.
- You must submit satisfactory evidence that you have taught successfully during the life of the provisional certificate for not less than three school years (at least 27 months) in the type of school (Elementary or Secondary) and in the grade level for which the certificate was issued and is valid. Such experience can be accumulated through part time (including substitute) teaching, under the following formula: One half or more of a teaching day (2 ½ or more clock hours) is the equivalent of a day, but no more than one day can be earned in a calendar day; and 150 accumulated days are the equivalent of a year, but no more than one year can be earned in a calendar year. Summer school teaching can apply when it is not both immediately preceded and followed by a regular school year during which 150 or more days were earned. *Teaching experience can only be counted if the teaching experience was after the issuance of your original provisional certificate.*
- You must have earned 18 additional semester hours (27 term hours) of credit in an approved institution after the date of issuance of the original provisional certificate. An approved institution is one that has been approved by the State Board of Education for the purposes of developing and maintaining programs in teacher education. It is recommended, but not required, that the 18 additional semester hours prescribed for a professional certificate be in partial fulfillment of a Masters degree. With the approval of a program advisor, credit earned may be counted toward requirements for a professional certificate and/or additional majors, minors, or an additional certification level.
- Candidates for provisional or professional teacher certification are required to complete course work in the teaching of reading. Applicants for 18-hour elementary or secondary professional certificates *must complete six or three semester hours respectively* in the methods of teaching reading. Candidates should contact the College of Education to determine appropriate reading courses. **If you received a Michigan Provisional Certificate after July 1, 1983 from a Michigan college, you will have already met the reading requirement.**
- **Effective July 1, 2009, candidates will be required to take an additional approved course in the diagnosis and remediation of reading disabilities and differentiated and instruction, including field experience is required. Contact the College of Education to determine appropriate course.**

In the event you do not qualify for a professional certificate as outlined above, candidacy for a professional certificate will be denied. To qualify for reconsideration, the holder must meet the conditions as stipulated. A holder of an expired certificate cannot return to a regular teaching assignment until appropriate credit and experience have been completed.

Restrictions that apply to all program and courses leading to Professional Certification include:

- Credits may not be correspondence course.

- Credits may not be from a community college or junior college; they must be from a four-year accredited teacher education institution or approved by a four-year accredited teacher education institution.
- Credits may not be from a repeat of courses previously completed.
- Credits may be either at the undergraduate or graduate level.

The sponsoring institution shall make recommendations concerning the certification. Any approved Michigan Teacher Education institution may recommend the candidate, however the candidate must meet requirements as set forth by the sponsoring institution.

- Complete the enclosed application form and return it to COE Student Information and Services Center.
- Experience reports must be submitted.
- Enclose a copy of your most recent teaching certificate.
- Authorize the issuance of official transcripts (not grade reports) directly to the Records Office indicating completion of at least 18 additional semester hours (27 term hours) since a provisional certificate was issued. We will procure your Grand Valley transcript. A *copy* of each transcript (excluding Grand Valley's) must be submitted to the College of Education.
- Verification of Bachelor's degree or higher must be submitted.

Options for 18 Hour Requirement for Professional Certification

The following options for completing the required 18 semester hour planned program beyond the bachelor's degree for a professional certificate have been approved by the College of Education or Grand Valley State University for persons who wish to be sponsored by this institution:

Option 1. Masters Degree If the 18 semester hours are part of a master's degree program in an approved teacher education institution, the applicant for a professional certificate must obtain a list of courses signed by an appropriate degree advisor. The planned program requirements will be met by following course work prescribed for the M.Ed. No further documentation is necessary.

Option 2. Additional Major or Minor The applicant may earn additional endorsements consisting of the least 18 hours within the College of Education or in approved subject area majors or minors. Program advisors must approve all additional endorsements. Applicants adding subject area endorsements must also pass Michigan Subject Area Tests.

Option 3. Additional Certificate Level This option is available is available for candidates who wish to become certified at a level other than that of their original certificate. An example: a secondary teacher who wants to become elementary certified. Applicants adding a different level may be required to take a state test.

Rule 29. The holder of a provisional or professional certificate (elementary or secondary) may qualify for a certificate endorsement by presenting evidence that he or she has completed one of the following planned programs with a minimum of 18 semester hours: early childhood, general elementary, middle level, or areas appropriate to the secondary grades. Applicants adding additional endorsements must also pass Michigan subject area tests.

Option 4. Professional Development Candidates choosing an 18-credit professional development program should choose courses from the following areas and plan their program with the College of Education Certification Coordinator:

- Courses in subject matter areas related to the applicant’s teaching major, minor, or a proposed new major or minor.
- Courses in professional education such as administration, curriculum, guidance, methods, etc.

Renewal of the Professional Certificate

Beginning July 1, 1992, all persons issued an original five-year professional certificate will be required to renew that certificate every five years on the basis of six semester hours of academic credit from an approved teacher preparation institution or the equivalent in State Board approved professional development programs or activities that will award credits obtained as State Board Continuing Education Units (SB-CEU’s). Not more than the required 6 semester credit hours or equivalent in state board-approved continuing education units earned during any certificate validity span may be applied toward any subsequent renewal.

Please contact the Michigan Department of Education at 517-373-3324 to renew your Professional Certificate or go to www.michigan.gov/mde and search on “Advanced Certificate Renewal form”.

For additional information on the requirements for teaching certificates in Michigan, please contact the College of Education Student Information and Services Center (616-331-6650).

RETURN ADDRESS FOR FORMS:

**GRAND VALLEY STATE UNIVERSITY
College of Education
Student Information and Services Center
101 Eberhard Center
301 W. Fulton St.
Grand Rapids, MI 49504-6495
Fax: (616)331-6217 or 6218**

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