



401 C DeVos, Pew Center, Grand Rapids, MI 49504-6495

To: Instructions for Renewal of Teaching Certification
Instructions 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.

Obtaining a Professional Certificate

Effective September 1, 2013, new Michigan Department of Education Certificate Requirements

Effective September 1, 2013, a person holding a Michigan Provisional Certificate may obtain a Michigan Professional Certificate by receiving [National Board Professional Teaching Standards Certification](http://www.nbpts.org/) (<http://www.nbpts.org/>) **OR** by completing the following two-part requirements listed below:

Part A. Effective September 1st, 2013, **one** of the following options must be met:

1. six semester credit hours in a planned program at an approved teacher preparation institution (EPI) **OR**
2. six semester credit hours of academic credit appropriate to grade level and content endorsement(s) of the certificate at any regional credited college or university **OR**
3. 180 State Continuing Education Clock Hours (SCECH) appropriate to grade level and content endorsement(s) of the certificate held **OR**
4. 150 District Provided Professional Development (DPPD) hours appropriate to grade level and content endorsement **OR**

5. A combination of semester credits, SCECH (30 SCECH equates to one semester credit hour), and/or DPPD hours (30 clock hours of DPPD equates to one semester credit hour or 30 SCECH) since the issuance of the Provisional Certificate. **The total must equal 180 hours.**

Part B. In addition, the Michigan Department of Education requires teachers

1. **accrue three years of successful teaching** experience since the issue date, and within the validity and grade level, of the Provisional Certificate;
2. fulfill the appropriate reading requirement (see below).

Effective July 1, 2009 an approved reading course in the diagnosis and remediation of reading disabilities and differentiated instruction, including field experiences, is required before obtaining the Professional Certificate. **(The approved reading course can be used as three of the six credits required under Option 1, 2, or 5 listed above)**

Once these requirements are met a Professional Certificate can be granted.

Renewing a Michigan Provisional Certificate After September 1, 2013

If you have not completed all the requirements for the Michigan professional certificate, you may renew your certificate by completing any one of the options below after the issuance of your provisional certificate:

1. six semester credit hours in a planned course of study at an approved teacher preparation institution (EPI) within the three years preceding application; **OR**
2. six semester credit hours of academic credit appropriate to grade level and content endorsement(s) of the certificate held since the issue date of the initial provisional certificate **AND** within the three years preceding application; **OR**
3. 180 State Continuing Education Clock Hours (SCECH) appropriate to grade level and content endorsement(s) of the certificate held since the issue date of the initial provisional certificate **AND** within the three years preceding application; **OR**
4. A combination of semester credits and SCECH (30 SCECH equates to one semester credit hour) since the issue date of the initial Provisional Certificate **AND** within the three years preceding application.

Note: Courses used for first renewal must be taken within the three years preceding application.

The first renewal is valid for three years. If requirements for the professional certificate are not met by the expiration date of the first renewal, a second 3 year renewal may be obtained by completing any one of the four bullets listed above **within the three years preceding application.** You may not use DPPD hours for renewals.

Renewal of the Michigan Professional Certificate After September 1, 2013

Beginning September 1, 2013, all persons issued an initial five-year professional certificate will be required to renew that certificate every five years by completing any one of the options below:

- six semester credit hours in a planned program at an approved teacher preparation institution (EPI) **OR**
- six semester credit hours of academic credit appropriate to grade level and content endorsement(s) of the certificate at any regionally accredited college or university; **OR**
- 180 State Continuing Education Clock Hours (SCECH) appropriate to grade level and content

endorsement(s) **OR**

- 150 annual District Provided Professional Development (DPPD) hours appropriate to grade level and content endorsement(s) **OR**
- A combination of semester credits, SCECH (30 SCECH equates to one semester credit hour), and/or DPPD hours (30 clock hours of DPPD equates to one semester credit hour or 30 SCECH). Semester credits, SCECHs or DPPD must have been completed within the five year period preceding the date of renewal application and after the issue date of the previous certificate.

Advanced Michigan Professional Education Certificate - Optional

The Advanced Michigan Professional Education Certificate is optional. Beginning September 1, 2013 an advanced professional education certificate may be issued to an applicant who presents evidence that he or she has completed all of the following requirements:

- 1) The applicant currently holds the professional education certificate.
- 2) The applicant holds [National Board Professional Teaching Standards Certification](#) (links to MDE page) OR has completed a teacher leader training OR preparation program approved by the superintendent of public instruction.
- 3) The applicant has received five consecutive effective or highly effective ratings on the annual teacher evaluation in the most recent five-year period.

All initial advanced professional education certificates expire five years from June 30 of the calendar year that the certificate was issued. Renewal of the Advanced Professional Certificate follows the same options as the Professional certificate.

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 repeat of courses previously completed.
- Credits may be either at the undergraduate or graduate level according to guidelines (see certification officer).

Depending upon your situation, the options below can be designed in a planned program to satisfy credit hour options for professional certificate and/or renewals.

Option 1. Master's Degree.

Earning a master's degree from an approved teacher education institution, with quality graduate education programs, will enhance teacher/administrator skills at various levels. It is recommended you meet with an appropriate College of Education advisor to select a planned program that meets your needs.

Option 2. Additional Major or Minor.

The applicant may earn additional endorsements consisting of at least 20 hours within the College of Education or in approved subject area majors or minors. Program advisors must approve all additional endorsements. Applicants adding additional subject area endorsements must also pass Michigan Subject Area tests.

Option 3. Additional Certificate Level.

This option 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.

Option 4. Professional Certificate.

Candidates selecting credit hours for their professional certificate may select one of the above options in an approved planned program with a College of Education advisor or choose courses in subject matter related to the applicant's teaching grade level and content endorsement.

The Michigan Department of Education has transitioned to the new Michigan Online Educator Certification System (MOECS) database. All teachers seeking certification of any kind must register with MOECS in order to receive their certificate. Grand Valley State University will no longer be accepting paper applications for certification. Please visit www.michigan.gov/moeecs for more information on MOECS.

For registration with MOECS and application instructions, please follow these steps:

Step 1: Create a Michigan Education Information System (MEIS) Account

www.michigan.gov/moeecs . Click on the blue box in the middle of the screen. Follow the instructions listed in RED to create a Michigan Education Information System (MEIS) account. MEIS will give you a user ID and password along with the MEIS account number. This is the ID and password you will use to register with MOECS.

Step 2: Register with MOECS

Once you have established a MEIS ID, please visit www.michigan.gov/moeecs and on the login screen sign in with your MEIS user ID and password and follow the steps to self-register with MOECS. On the registration page, you will be asked to provide your MEIS account number, which is included in the email that you received from MEIS.

Step 3: Apply for Certificate in MOECS

Once you have signed in with MOECS successfully, you will be asked to complete the demographic information and once it is saved, you will see the links on the left navigation panel. Choose the link that is appropriate for you. You will not see provisional renewal as a choice. You will choose the general teacher certification link.

Step 4: Choose the link that is appropriate for you and follow the steps to apply for your certificate. (Choose either Step 4.1 or Step 4.2 below)

***NOTE:** If you are applying for initial Provisional Certificate, initial School Administrator Certification or Additional Endorsements, go to “**Step 4.1- University/College review/approval**”.

***NOTE:** If you are applying for a Provisional Certificate Renewal, initial Professional Certificate, Professional Certificate Renewal, using the completion of any of the following, college credits, SCECH hours, or DPPD hours, please skip “**Step 4.1**” and go to “**Step 4.2 - Add College Credits/SCECH Hours/DPPD Hours**”, and follow the appropriate instructions.

Step 4.1 University/College review and approval – ONLY for initial Provisional Certificate, initial Administrator Certification, initial School Counselor license or Additional Endorsements to an existing certificate. (See Step 4.2 if this is not applicable to you.)

After you have answered the questions and submitted your application, it will be forwarded to GVSU/or the institution which you identified as where your coursework was completed on MOECS. You will receive a packet of information and instructions from the GVSU College of Education for a livescan background check. This report is only good for one year and cannot be transferred from one institution to another. If you have not had a background check completed within the year at GVSU, you will need to obtain a background check before your application can be forwarded to the MDE for processing. If you are not eligible for the certification because you have not met all the requirements, you will receive a “no cert” letter from GVSU Records Office letting you know what is missing. GVSU Records office will audit, approve and submit your application to the MDE if all requirements have been met. (Go to “Step 5A”)

Step 4.2 (if applicable): Add College Credits/SCECH Hours/DPPD Hours in MOECS for Provisional Certificate Renewal, initial Professional Certificate, Professional Certificate Renewal, other certification renewals

As you answer the questions you will be asked to do the following:

- **COLLEGE CREDITS** –Add the credits that you completed through the “View/Update my College Credits” tab from the menu on the left before you submit your application. You must request that **official transcripts** be sent to you from your education institution. You must then send your transcripts in **one packet** with all other required forms to the MDE. Reminder: For initial Professional Certification you will need to have met the two Reading requirements below:
 - Three credits of **Reading Diagnostics** (secondary and elementary teachers)
 - Six credits of **Reading Methods** (elementary teachers) **or**
Three credits of **Reading Methods** (secondary teachers)

Important note: The Reading Methods courses will have been met, if you completed your Teacher Education program through a Michigan Teacher Prep institution after 1983.
- **STATE CONTINUING EDUCATION CLOCK HOURS (SCECH) OR STATE BOARD CONTINUING EDUCATION UNITS (SB-CEUs – if prior to JANUARY 1, 2010)** - Add the credits that you completed through the “View/Update my SCECHs” tab from the menu of the left before you apply for the renewal. (Note: SB-CEUs are now called State Continuing Education Clock Hours or SCECH)
- **DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD): For Initial Professional Education Certificates Only** - Add the credits that you completed through the “View/Update my Professional Dev. Data” tab from the menu on the left, before you submit your application. The form is available in the Michigan Online Educator Certification System (MOECS) under the “Forms” tab from the menu on the left. You must then send your **signed District Provided Professional Development Record for Certificate Renewal** forms (one per school year) in one packet with all other requirement forms to the MDE.
- **FOR INITIAL PROFESSIONAL CERTIFICATION** – Ask your school district(s) to complete the “Work Experience Verification” form(s) in order to validate the three years’ teaching experience in your certified area. The form is available in MOECS under the “Forms” tab from the menu on the left. You will need to fill out the top two sections before giving it to your school district to complete. Please use your G# as your Michigan University Student ID#. (DO NOT USE THE PIC). You must then send your verification form in one packet with all other required forms to the MDE. (See important note below.)

IMPORTANT: The “Work Experience Verification” form, along with your official college credit and/or SCECH (SBCEU) transcripts, and/or DPPD verification form, will need to be returned to you, so that you will be able to send the entire packet of documentation directly to the MDE. **PLEASE DO NOT HAVE YOUR SCHOOL DISTRICT OR HIGHER ED INSTITUTION SEND YOUR DOCUMENTATION ON YOUR BEHALF. YOU WILL NEED TO SEND ALL DOCUMENTATION TO THE MDE IN ONE PACKET, OR YOUR CERTIFICATION WILL NOT BE PROCESSED.** The specific Instructions will be sent to you via email once you have submitted your MOECS application. (Go to “Step 5B”)

Step 5A: Online Fee Payment - For Initial Provisional Certificate, Initial School Administrator Certificate or Additional Endorsements ONLY

Once your MOECS application has been successfully submitted to the MDE through MOECS, you will receive an email with a link for you to pay the evaluation fee on-line, using a credit/debit card. You can also pay the application fee by logging into MOECS and clicking on the “pending payment” hyperlink on the home page. If you do not receive a payment email within two weeks of applying, please contact the GVSU Records/Registration Office regarding status of MOECS application.

Grand Valley State University
Records /Registration Office- 150 STU
1 Campus Drive
Allendale, MI. 49401
audit@gvsu.edu
Telephone: (616) 331-3327
Fax (616)-331-2000

Step 5B: Online Fee Payment - Initial Professional Teaching Certificate, Renewal of Provisional Certificate, and Renewal of; Professional Education Certificate, School Administrator Certificate, Occupational Education Certificate, or School Psychologist License

You will receive an e-mail with a link to pay the application evaluation fee on-line, using a credit/debit card, once your application has been successfully submitted to the MDE. You can also pay the application fee by logging into MOECS and clicking on the “pending payment” hyperlink on the home page. After the application evaluation fee is paid and the required documents have been received by the MDE, the application will be evaluated to determine if the applicant meets requirements for Michigan certification or renewal. If the certificate/renewal is approved, it will be available for printing from your MOECS home page. This process may take 2-3 weeks, Mid-September through April. However, it could take 4-5 weeks near certification expiration periods, May through beginning of September. If you do not receive notification of payment instructions from MOECS within one/two weeks, please contact the Michigan Department of Education (MDE) with questions about the status of your MOECS application.

Support desk for the Michigan Online Educator Certification System (MOECS):
Telephone: (517) 373-3310 or E-mail: MOECSSupport@Michigan.gov

For further information about Teacher certification requirements and eligibility, please visit our website: <http://gvsu.edu/coe/state-of-michigan-teacher-certification-31.htm> or contact:

**College of Education
Grand Valley State University
401 C DeVos
Telephone: (616) 331-6650
Revised 9/16/2013**