MICHIGAN Department of Education

Office of Professional Preparation Services

Facts On Educator Certification

2014

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OFFICE OF PROFESSIONAL PREPARATION SERVICES

Office of Professional Preparation Services (OPPS) and the Michigan Department of Education (MDE) foster the educational achievement of all Michigan youth and adults, Pre-K through 12th grade, by ensuring that all professional school personnel complete quality preparation and professional development programs, which meet standards established by the Michigan Legislature and the State Board of Education (SBE).

OPPS Mission Statement

The OPPS is responsible for ensuring qualified educators by implementing requirements for their initial preparation and certification, and certificate renewal based on appropriate professional development to enhance instruction and achievement for all students.

MICHIGAN STATE LAW

Michigan law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit or occupational authorization valid for the positions to which they are assigned.

TYPES OF CERTIFICATES AVAILABLE

Michigan Currently Issues the Following Certificates:

- Provisional Certificate.
- Two-Year Extended Provisional Certificate.
- Professional Education Certificate.
- Interim Occupational Certificate.
- Occupational Education Certificate.
- Preliminary School Psychologist Certificate.
- School Psychologist Certificate.
- Temporary Teacher Employment Authorization.
- Interim Teaching Certificate.
- School Guidance Counselor License.
- Temporary School Counselor Authorization.
- Preliminary School Counselor Authorization.
- Administrator Certificate.

Michigan no longer issues the following certificates; however, they are still valid for those who hold them and no additional professional learning requirements apply:

- 18-Hour and 30-Hour Continuing Certificate.
- Permanent Certificate.
- Full Vocational Authorization.

Current* Validity Levels (Teaching Certificates)

Elementary: An elementary certificate issued after September 1, 1988, is valid for teaching all subjects grades K-5, all subjects grades K-8 in a self-contained classroom, and subject area endorsements, as listed on the certificate, in grades 6-8.

Secondary: A secondary certificate issued after September 1, 1988, is valid for teaching subject area endorsements, as listed on the certificate, in grades 6-12.

* Prior to 1988, validity levels included “K-8 All Subjects” and “7-8 All Subjects” designations. These are still valid designations for individuals who hold these certificates.

MICHIGAN CERTIFICATE REQUIREMENTS

Provisional Certificate

(Initial teaching license/credential; valid for up to six years)

- The initial teaching certificate is issued upon successful completion of a state approved teacher preparation program and a passing score on the appropriate Michigan Test for Teacher Certification (MTTC) exams, including the Professional Readiness Examination (PRE).

  The following link provides information on Michigan approved Educator Preparation Institution (EPI) and programs: https://mdoe.state.mi.us/proprep/.

- Programs completed through *colleges/universities outside of Michigan* must be approved for the certification of teachers by another state. *Contact that state's education department for information*. Upon completion of the out-of-state program, candidates must apply for a Michigan teacher certification, and their credentials must be evaluated by the OPPS.

- Alternative route teacher certification programs completed in other states require a signed copy of the alternative route program and a copy of a valid out of state standard teaching certificate issued based on completion of the alternative program.

Provisional Temporary Teacher Employment Authorization (T2EA)

(Valid for up to one year)

Requirements:

Only issued to candidates who:

- Hold an acceptable valid teaching certificate from another state;
- Have never held a Michigan teaching certificate;
- Have applied for initial Provisional Certification; AND
- Meet all the requirements for the Provisional Certificate, except for passing the MTTC.

The T2EA is not applied for, but issued upon evaluation for initial certification. This authorization is valid for only one year from the date in which it was issued and is non-renewable. The T2EA allows out-of-state candidates one year to meet Michigan testing requirements. The MTTC is the only acceptable examination.

Note: Once a T2EA has been issued the candidate must complete testing requirements in order to be issued any Michigan teaching certificate.

Provisional Certificate Renewal (as of September 1, 2013)
(Each renewal is valid for up to three years)

- **First** renewal requires completion of ONE Of THE FOLLOWING:
  - 6 semester hours in a planned course of study* at an approved EPI or 6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university earned within the three years preceding the date of application; or
  - 150 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate earned within the three years preceding the date of application; or
  - Combination of semester credit hours and SCECHs *(25 SCECHs equate to 1 semester credit hour)* equivalent to 150 hours earned within the three years preceding the date of application; or
  - Completion of an approved Master's Degree or higher at any time.
- **Second** renewal requires completion of ONE Of THE FOLLOWING:
  - 6 semester hours in a planned course of study* at an approved EPI or 6 semester credit hours of academic credit appropriate to the grade level and content endorsement(s) of the certificate at any regionally accredited college or university earned since the issue date of the FIRST Provisional Certificate renewal AND within the three years preceding the date of application; or
  - 150 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate earned since the issue date of the FIRST Provisional Certificate renewal AND within the three years preceding the date of application; or
  - Combination of semester credit hours and SCECHs *(25 SCECHs equate to 1 semester credit hour)* equivalent to 150 hours earned since the issue date of the FIRST Provisional Certificate renewal AND within the three years preceding the date of application; or
  - Completion of an approved Master's Degree or higher at any time.
- **Third** renewal requires sponsorship by the local school district or private school, completion of all academic requirements for the Professional Education Certificate, and approval by the MDE. This renewal will not be issued to individuals who meet all the requirements for the Professional Education Certificate.

An individual who holds an expired Provisional, Temporary Vocational Authorization, or Interim Occupational Certificate, and who has not met the credit requirements for a first or second renewal may qualify for a three-year renewal of the certificate if he/she:

- Holds an acceptable valid teaching certificate from another state; AND

- Has taught in that state within the grade level and subject area endorsement or endorsements to the validity of the certificate for at least one year in the preceding five year period.

** A planned program is credit earned towards a Master's Degree in education or a field of study related to education or in an approved endorsement program (minimum 20 semester credit hours to obtain endorsement) at a state approved EPI.*

Note: Please reference page 16 for regionally accrediting agencies.

Two-Year Extended Provisional Certificate (as of September 1, 2013)

Individuals with expired Provisional Certificates who do not meet the requirements for a provisional renewal may be eligible for a Two-Year Extended Provisional Certificate if the following conditions are met:

- The individual's initial Provisional Certificate expired less than ten years ago;
- The individual has at least one year of satisfactory teaching experience within the validity of his/her teaching certificate;
- The individual is currently enrolled* in a planned program at an approved college/university; AND
- A Michigan public or private school is employing and sponsoring the individual for the Two-Year Extended Provisional Certificate.
    - The sponsoring school agrees to monitor the teacher's progress towards the completion of the Professional Education Certificate requirements.

** Enrollment must be verified by the approved EPI. To be enrolled, the individual must be registered for at least one class during the current semester/trimester or the upcoming semester/trimester AND have paid enrollment fees.*

The Two-Year Extended Provisional Certificate is valid for two calendar years and is nonrenewable.

Notes: Individuals who fail to complete all requirements for the Professional Education Certificate during the two-year validity period of the Two-Year Extended Provisional Certificate will not be granted additional renewals or extensions of their Provisional Certificate.

The Professional Learning requirement (college credit/SCECHs/DPPD) for the Professional Education Certificate must be completed within the five years preceding the date of application and since the issue date of the Two-Year Extended Provisional Certificate.

Professional Education Certificate (as of September 1, 2013)
For individuals who already hold a valid or expired Michigan Provisional Certificate (Valid for up to five years)

Requirements:

- Three years of satisfactory teaching experience since the issue date of the initial certificate and within the validity and grade level of the Provisional Certificate;
- Six semester credit hours of reading methods for elementary certified teachers and 3 semester credit hours of reading methods for secondary certified teachers; and
- Three semester credit hours in the diagnosis and remediation of reading disabilities and differentiated instruction which includes a field experience. Beginning July 1, 2009, all teachers progressing from a Provisional to the Professional Education Certificate must have completed 3 semester credit hours of reading diagnostic and remediation coursework in accordance with Michigan Revised School Code MCL 380.1531(4)**; The following link provides a list of approved Michigan courses that meet this requirement under the Specialty Programs heading at the bottom of the page: http://www.michigan.gov/teachercert.

And one or the combination of the following:
(*Within the five year period preceding the date of application and since the issue date of the most recent Provisional Certificate*)

- 6 semester hours in a planned program* at an approved EPI or
  6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university; or

  Note: Please reference page 16 for regionally accrediting agencies.
- 150 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate held; or
- 150 District Provided Professional Development (DPPD) clock hours in accordance with Michigan School Code Sections 380.1527. The DPPD form is available in the Michigan Online Educator Certification System http://michigan.gov/moecs; or

  Note: If DPPD is used in combination with semester credit hours and/or SCECHs you are required to have 150 hours to renew. You are also required to complete the DPPD form (one per school year) and have it signed by the Principal or Designee of the school district and each page of DPPD activity initialed by the Principal or Designee. These records will be among the required documents provided at the time of application.
- Completion of an approved Master's Degree or higher at any time.

Note: 25 SCECHs are equivalent to 1 semester credit hour and 25 clock hours of DPPD are equivalent to 1 semester credit hour.

** A planned program is credit earned towards a Master's Degree in education or a field of study related to education or in an approved endorsement program (minimum 20 semester credit hours to obtain endorsement) at a state approved EPI.*

*** Applicants who complete the reading diagnostics course out-of-state must have the Reading Diagnostics Course Certification form completed and signed by the out-of-state university.* The form is available in the Michigan Online Educator Certification System http://www.michigan.gov/moecs.

Professional Education Certificate

For individuals who completed an out-of-state program and who have never held a Michigan Provisional Certificate.
(Valid for up to five year)

Requirements:

- Valid, standard teaching certificate from another state;
- Three years of satisfactory teaching experience since the issue date and within the validity and grade level of the initial out-of-state standard teaching certificate;
- Six semester credit hours of reading methods for elementary certified teachers and three semester credit hours of reading methods for secondary certified teachers (see the Professional Temporary Teacher Employment Authorization below); and
- Eighteen semester credit hours in an approved out-of-state Master's program completed after the issue date of the initial teaching certificate or an approved Master's or higher degree earned at any time.

Professional Temporary Teacher Employment Authorization

(Valid for up to one year)

Requirements:

Only issued to out-of-state candidates who:

- Hold a valid, standard certificate from another state;
- Have never held a Michigan teaching certificate; AND
- Meet all the requirements for the Michigan Professional Education Certificate, except for the reading methods coursework.

This authorization is not applied for but issued upon evaluation for initial certification. The authorization is valid for only one year from the date it was issued and is non-renewable. The Professional Temporary Teacher Employment Authorization (T2EA) allows out-of-state candidates one year to meet Michigan's reading methods requirement.

Once the T2EA has been issued the candidate must complete the reading requirement within the year in order to be issued a Michigan Professional Education Certificate. If the reading requirement is not met within the year, the candidate must be evaluated for the Provisional Certificate and pass the appropriate MTTC exams.

Professional/Occupational Education Certificate Renewal (as of May 18, 2012)

(Renewal is valid for up to five years)

Requires one or a combination of the following completed within the five year period preceding the date of application and since the issue date of the previous professional or occupational certificate or renewal**:**

- Completion of 6 semester credit hours in a planned program at an approved EPI or 6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university. *

  Note: Please reference page 16 for regionally accrediting agencies.

- 150 State Continuing Education Clock Hours (SCECHs).
- 150 District Provided Professional Development (DPPD) clock hours in accordance with Michigan School Code Section 380.1527. The form is available in the Michigan Online Educator Certification System http://www.michigan.gov/moecs.

Note: If DPPD is used in combination with semester credit hours and/or SCECHs you are required to have 150 hours to renew. You are also required to complete the DPPD form (one per school year) and have it signed by the Principal or Designee of the school district and each page of DPPD activity initialed by the Principal or Designee. Make sure to retain a copy of the signed DPPD form(s) for your records. OPPS will request this information for certificate renewal verification.

** A list of approved Michigan colleges or universities can be found in the Directory of Michigan Institutions of Higher Education.*

Advanced Professional Education Certificate (as of September 1, 2013)

(Initial advanced teaching license/credential; valid for up to five years)

Requirements:

- The applicant currently holds the Professional Education Certificate.
- The applicant holds national board certification or has completed a teacher leader training or preparation program approved by the superintendent of public instruction.
- The applicant has received five consecutive effective or highly effective ratings on the annual teacher evaluation in the most recent 5-year period.

Program Standards for Advanced Professional:

- National Board for Professional Teaching Standards http://www.nbpts.org/national-board-standards.

- Teacher Leader Preparation Program Standards http://www.michigan.gov/documents/mde/Item_M_Approval_of_Teacher_Le ader_Preparation_Standards_430411_7.pdf.

Additional Endorsements

In order to add an endorsement to an existing Michigan Provisional or Professional Education Certificate, the candidate must complete an approved endorsement program of *at least* 20 semester hours through an approved EPI and pass the appropriate content area exam from the MTTC. *Testing alone does not certify a teacher.* The following is the link to Michigan approved programs: https://mdoe.state.mi.us/proprep/Index.asp.

Note: Endorsement programs completed through an EPI outside Michigan must be evaluated by OPPS staff as an additional endorsement request. Passing test scores on the state teacher preparation content area tests are valid for five years from the date of testing. Professional Readiness Examination scores are valid indefinitely.

Interim Teaching Certificate

(Valid for up to five years)

An individual holding this certificate may be employed to teach in a public school in the same manner as a person holding a Michigan teaching certificate in accordance with Michigan Revised School Code MCL 380.1531. An individual may qualify for this certificate under the following conditions:

- Must be a participant in a state approved alternate route teaching program;
- Must hold a Bachelor's, Master's, Doctorate, or Professional Degree from a regionally accredited college or university, with a Grade Point Average (GPA) of at least 3.0 on a 4.0 scale *(or equivalent)*; AND
- Passage of the MTTC Professional Readiness Examination and appropriate subject area exam(s) prior to acceptance or admission to an alternate route program.

While working under the Interim Certificate the individual must:

- Submit to and pass a criminal history check, including Federal Bureau of Investigation fingerprinting in accordance with Michigan School Safety law, prior to employment by a local district or school;
- Receive intensive observation and coaching; AND
- Complete three years of satisfactory teaching experience under the Interim Certificate in order to be recommended for a Michigan Provisional Certificate or Professional Education.

How to Apply:

Individuals must be recommended by the approved alternate route provider.

Note: The Interim Teaching Certificate is nonrenewable and expires five years from the issue date of the certificate. Additional endorsements shall not be added to an Interim Teaching Certificate.

School Guidance Counselor License

(Valid for up to five years)

In-state applicant

(Program completed through a Michigan University)

Requirements:

- Completion of not less than 30 graduate level semester hours in an approved school counseling program, including an internship;
- Completion of not less than a 600 clock hour internship based on an approved school counselor program with school-aged pupils under the supervision of a credentialed school counselor or a school counselor educator. At least 300 of the 600 clock hour shall be in a school setting; AND
- Passage of the MTTC.

Out-of-state applicant

(Program completed through a state other than Michigan)

Requirements:

- At least five years of satisfactory experience serving in the role of a school counselor in another state within the immediate preceding seven years and holds a Bachelor's Degree;
- Passage of the MTTC; AND
- Documentation from another state as to authorization to work as a school counselor;

or

- Completed all requirements of an approved school counselor education program from an out-of-state institution and earned an advanced degree in guidance counseling or its equivalency; AND
- Passage of the MTTC.

School Guidance Counselor License Renewal

(Renewal is valid for up to five years)

Requires one or the combination of the following:

- Completion of 6 semester hours at any four-year or community college listed in the *Directory of Michigan Institutions of Higher Education. **
- 150 State Continuing Education Clock Hours (SCECHs).

Note: Semester credits or SCECHs (formerly SB-CEUs) must have been completed within the five year period preceding the date of application and after the issue date of the previous certificate. DPPD cannot be used to renew a School Counselor License (SCL).

** Credits completed at approved out-of-state four-year EPI are also acceptable.*

Preliminary Employment Authorization for School Guidance Counselor

(Valid for up to three years)

Available to a candidate of a Michigan Educator Preparation Institution (EPI) who have completed 30 semester hours of course work in an approved school guidance counseling program and has passed the guidance counselor subject area exam on the MTTC. This authorization is valid for up to three years and is nonrenewable. During the three-year validity period, a person is expected to complete the remainder of any outstanding courses/practicum in order to be recommended of the school counselor endorsement or School Guidance Counselor License.

Temporary School Counselor Authorization

(Valid for up to one year)

Issued to out-of-state candidates who meet either the educational or experience requirement, but have yet to take and pass the required examination. This authorization is valid for one year only and is nonrenewable. This authorization is not applied for, but issued upon evaluation for initial license as a school counselor. The Temporary School Counselor Authorization allows out-of-state candidates one year to meet Michigan testing requirements.

Administrator Certification

(Initial license; valid for up to five years)

Certification requires completion of Master's Degree or higher from an approved program in educational leadership or administration offered by an institute of higher education (IHE). There are two basic endorsements available on the initial certificate (i.e., Elementary/Secondary Administrator K-12 [building] or Central Office [district]).

A superintendent, principal, assistant principal or other person whose primary responsibility is administering instructional programs employed as a school administrator after January 4, 2010, must hold a valid Administrator Certificate in accordance with SB 981.

A school administrator who was hired as a school administrator on or before January 4, 2010, does not need to hold the Administrator Certificate for their current position, but must meet the professional development requirements as described in the Administrative Certificate renewal requirements below.

A non-certified school administrator may be employed by a school district if enrolled in a program leading to certification as a school administrator not later than six months after date of employment. The school administrator has three years to meet the certification requirements.

** Enrollment must be verified by approved provider. To be enrolled, the individual must be registered for at least one class during the current semester/trimester or the upcoming semester/trimester AND have paid enrollment fees.*

Administrator Certificate Renewal

(Renewal is valid for up to five years)

Requires one or the combination of the following:

- Completion of 6 semester hours at any four-year or community college listed in the *Directory of Michigan Institutions of Higher Education. **
- 150 State Continuing Education Clock Hours (SCECHs).
- An administrator who holds a valid Michigan Professional Education teaching certificate shall be considered as meeting this continuing education requirement.

Note: Semester credits or SCECHs (formerly SB-CEUs) must have been completed within the five year period preceding the date of application and after the issue date of the previous certificate.

** Credits completed at approved out-of-state four-year EPI are also acceptable.*

School Psychologist Certificate

(Advanced license; valid for up to five years)

A person who is employed as a school psychologist by a local or intermediate school district is required to hold a valid Michigan School Psychologist Certificate or a Preliminary School Psychologist Certificate. A fully licensed psychologist by the Michigan Department of Licensing and Regulatory Affairs (LARA) may also be employed as a school psychologist according to R340.1799e of the Special Education Administrative Rules.

A Preliminary School Psychologist Certificate is Michigan's initial certificate issued upon completion of a minimum of 45 graduate semester credit hours in an approved school psychologist program as well as an internship of not less than 600 hours under the supervision of a certified school psychologist. If the applicant completes an approved school psychologist certification program in a state other than Michigan, the individual must first secure a school psychologist certificate from that state before applying for certification in Michigan. The Preliminary School Psychologist Certificate is valid for three years and may be renewed once upon completion of at least 6 additional semester credit hours.

A School Psychologist Certificate is the advanced level Michigan certificate and is valid for up to five years. To qualify for the School Psychologist Certificate the candidate must complete at least 15 additional semester credit hours in an approved school psychology program since his/her Preliminary School Psychologist Certificate was issued, or possess a specialist's or equivalent degree in school psychology from an approved institution earned at any time. In addition, the candidate must have completed one year of satisfactory work experience as a school psychologist under the supervision of a fully certified school psychologist since his/her Preliminary School Psychologist Certificate was issued. An individual who is nationally certified as a school psychologist by the National Association of School Psychologist and has a minimum of one year of school psychology experience under the national certificate may qualify for the School Psychologist Certificate as his or her initial certificate in Michigan. The School Psychologist Certificate must be renewed by meeting the continuing education requirements as described below.

School Psychologist License Renewal
(Renewal is valid for up to five years)

Requires one or the combination of the following:

- Completion of 6 semester hours at any four-year or community college listed in the *Directory of Michigan Institutions of Higher Education. **
- 150 State Continuing Education Clock Hours (SCECHs)

Note: Semester credits or SCECHs (formerly SB-CEUs) must have been completed within the five year period preceding the date of application and after the issue date of the previous certificate.

** Credits completed at approved out-of-state four-year EPI are also acceptable*.

Occupational Certificates

Interim Occupational Certificates and Occupational Education Certificates *(advanced license)* are valid for teaching in a state reimbursed and approved occupational education classroom in the area specified on the certificate.

Interim Occupational Certificate (*formerly* Temporary Vocational Authorization)
(Initial license; valid for up to six years)

Requirements:

An applicant may be recommended by the occupational EPI if he/she has met the following requirements:

- Possesses a Bachelor's Degree;
- Has a major or minor in the field of specialization in which occupational certification is being requested;
- Has a minimum of two years (4,000 hours) of experience in the occupational area concerned or has completed a planned program of directed supervised occupational experience approved the State Superintendent. The occupational experience shall be characterized as relevant and recent;
- Has passed both the MTTC Professional Readiness Examination and appropriate subject area exam or exams available at the time of application;
- Has successfully completed a minimum of 6 semester credit hours of professional or occupational education credit; and
- The Interim Occupational Certificate is valid for teaching in those courses in which instruction is limited to the occupation specified on the certificate in approved occupational programs.

Occupational Education Certificate
(Advanced license; valid for up to five years)

Requirements:

- Three years of satisfactory teaching experience since the issue date, and within the validity and grade level, of the Provisional Certificate;

- Beginning September 1, 2013, all teachers *advancing* to the Occupational Education Certificate must have completed 3 semester credits of reading diagnostics and remediation, which includes a field experience, in accordance with Michigan Revised School Code MCL 380.1531(4).*

  The following link provides a list of approved Michigan courses that meet this requirement under the Specialty Programs heading at the bottom of the page: http://www.michigan.gov/teachercert.

And one or the combination of the following:
(*Within the five year period preceding the date of application and since the issue date of the most recent Interim Occupational Certificate*)

- 6 semester hours in a planned program** at an approved EPI or
  6 semester credit hours of academic credit appropriate to the grade level and content endorsement (s) of the certificate at any regionally accredited college or university.

  Note: Please reference page 16 for regionally accrediting agencies.

- 150 State Continuing Education Clock Hours (SCECHs) appropriate to the grade level and content endorsement(s) of the certificate held.

- 150 District Provided Professional Development (DPPD) hours in accordance with Michigan School Code Sections 380.1527. The DPPD form is available in the Michigan Online Educator Certification System http://www.michigan.gov/moecs.

  Note: If DPPD is used in combination with semester credit hours and/or SCECHs you are required to have 150 hours to renew. You are also required to complete the DPPD form (one per school year) and have it signed by the Principal or Designee of the school district and each page of DPPD activity initialed by the Principal or Designee. Make sure to retain a copy of the signed DPPD form(s) for your records. OPPS will request this information for certificate renewal verification.

- Completion of an approved Master's Degree or higher at any time.

Note: SCECHs (25 SCECHs equate to 1 semester credit hour), and/or DPPD hours (25 clock hours of DPPD equates to 1 semester credit hour or 25 SCECHs) since the issue date of the most recent Provisional Certificate.

The Occupational Education Certificate has the same validity and renewal conditions as the Professional Education Certificate (*see pages 7-8*).

** Applicants who complete the reading diagnostics course out-of-state must have the Reading Diagnostics Course Certification form completed and signed by the out-of-state university.*

*** A planned program is credit earned towards a Master's Degree in education or a field of study related to education or in an approved endorsement program (minimum 20 semester credit hours to obtain endorsement) at a state approved EPI.*

MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM (MOECS)

All Michigan educator certificates and renewals must be applied for through the MOECS. The following steps need to be taken to obtain INITIAL access to the MOECS and apply for your certificate, renewal or additional endorsement:

How to Create an Account in the MOECS

1. Go to http://www.michigan.gov/moecs.
2. Click on "Click Here to go to the MOECS Login Page" Logo.
3. Click on the "Create new Login Name/Password" link *(if you are NEW to the system)*.
4. Follow the instructions and provide the required information to create your login name and password.
5. **Print the confirmation page** that contains your Login Name/Password and Michigan Education Information Systems (MEIS) account number.
6. Click on the link to return to MOECS.
7. Log into the MOECS using the Login Name/Password that you created.
8. After logging in, select "Educator" from the dropdown list.
9. Click on "Continue."
10. Follow the instructions and provide the required information to self-register in MOECS.
11. Once you have successfully self-registered in MOECS, you will be sent an e-mail that contains a link to activate your account or go to the following link: https://mdoe.state.mi.us/MOECS then login and answer one of the security questions to activate your account .
12. Update and save your demographic information.
13. After you update and save your demographic information, the left navigation menu will appear on the screen.

Note: MEIS will allow you to create more than one account; however, you will not be permitted to access the MOECS if a profile has already been established. If you have created a MEIS account and have forgotten your Login/Password please contact the OPPS for assistance prior to creating another MEIS account.

Applicants only need to create a Login Name/Password and self-register in the MOECS the first time they use the system. Once an applicant has self-registered, he/she can login the MOECS at any time to apply for a certificate, renewal, additional endorsement, update demographic information, or check the status of an application, etc.

If you have any difficulty with the MOECS self-registration process or the application process, contact the OPPS at, MOECSSupport@michigan.gov or (517) 373-3310.

Professional Learning Options

These are Professional Learning Options available for educators with certain certificate types. Please reference the above certification requirements if you are not sure what options pertain to your certificate. In order to qualify for certificate renewal, or progression to the next level of certification, you will need a specific number of Professional Learning hours.

Note: 25 SCECHs equate to 1 semester credit hour. 25 clock hours of DPPD equates to 1 semester credit hour or 25 SCECHs.

College Credits:

Add the post-certification credits that you completed through the "View/Update my College Credits" left navigation menu. Transcripts must be submitted with your cover letter.

Regionally accredited means a college or university that is accredited by one of the following agencies:

Middle States Association of Colleges.	http://www.msche.org/
New England Association of Schools and Colleges.	http://cihe.neasc.org/about_our_institutions/roster_of_institutions/
North Central Association of Colleges and Schools.	http://www.ncahlc.org/Directory-of-HLC-Institutions.html
Northwest Association of Schools and Colleges.	http://www.nwccu.org/Directory%20of%20Inst/Directory%20of%20Institutions.htm
Southern Association of Colleges and School.	http://www.sacscoc.org/search.asp
Western Association of Schools and Colleges.	http://www.acswasc.org/directory_search.cfm
To Search All	http://nces.ed.gov/globallocator/

Note: Successful completion of college semester credit hours means an average grade of C or better or the equivalent.

State Continuing Education Clock Hours (SCECHs):

Add the credits that you completed through the "View/Update my SB-CEUs" left navigation menu.

- SCECH data is collected by the Secure Central Registry (SCR) and then imported into MOECS. The SCR started collecting SCECH data on January 1, 2010. If you were awarded SCECHs prior to January 1, 2010, they are not available for viewing in MOECS, and you must add them. To

add your SCECHs earned prior to January 1, 2010, select Add at the bottom of this screen and fill in the required information.

- If you have been awarded SCECHs since January 1, 2010, and they are not displayed on this page, you need to add your Personnel Identification Code (PIC) to your SCR account. You can locate your PIC number by clicking on Manage Demographics on the left navigation panel on this page. The PIC number is required to link your SCECH information in the SCR to your MOECS account. Once your PIC is in the SCR, any SCECHs earned through the SCR should appear in MOECS within 3-4 business days. To visit the Secure Central Registry (SCR) please go to http://solutionwhere.com/mi_sbceu/welcome.asp;

Note: SB-CEUs are now called State Continuing Education Clock Hours or SCECH.

District Provided Professional Development (DPPD):

Add the hours that you completed through the "View/Update my Professional Dev. Data" left navigation menu. The DPPD form is located under this section.

Note: You are also required to complete the DPPD form and have it signed by the Principal or Designee of the school district and each page of DPPD activity initialed by the Principal or Designee. Make sure to retain a copy of the signed DPPD form(s) *for your records. OPPS will request this information for certificate renewal verification.*

MOECS Application Process

In-state applicant

(Program/coursework completed through a Michigan University)

- If you are applying for an additional endorsement or initial certification using a Michigan teacher preparation program, your application will be submitted to your university via the MOECS. OPPS does not evaluate or approve for these applications. Please contact the university or EPI certification officer listed on your confirmation message.

- Applicants who completed the Provisional renewal requirements or requirements to progress to Michigan's Professional Educator Certificate will receive an email confirmation message. The email will include a link to pay the application evaluation fee (*please see page 27 for fees*). After the application evaluation fee is paid a cover letter can be generated by logging into the MOECS and clicking on the application number. After the OPPS receives the requested documentation the application will be evaluated and go into "pending evaluation" status.

  When certification is approved the applicant will be notified via email. The MDE no longer mails out certificates. The applicant must login to the MOECS and click on "Print Certificate" on the left navigation menu. Select the certificate you want to print, click download, and then print. Once signed and notarized this is the official/valid certificate.

  Note: Please do not overnight the requested documentation.

Out-of-state applicant

(Program/coursework completed through a state other than Michigan)

- Applicants who completed an initial teacher preparation program or an additional endorsement program at a college/university outside the State of Michigan will receive an e-mail with a link to pay the application evaluation fee (*please see page 27 for fees*) once their application has been successfully sent to the MDE. After the application evaluation fee is paid and the OPPS receives the requested documentation the application will be evaluated and go into "pending evaluation" status.

  When certification is approved the applicant will be notified via email. The MDE no longer mails out certificates. The applicant must login to the MOECS and click on "Print Certificate" on the left navigation menu. Select the certificate you want to print, click download, and then print. Once signed and notarized this is the official/valid certificate.

  Note: Please do not overnight the requested documentation.

If you have any difficulty with the MOECS self-registration process or the application process, contact the OPPS at, MOECSSupport@michigan.gov or (517) 373-3310.

CERTIFICATES/APPROVALS ISSUED TO SCHOOLS & SCHOOL DISTRICTS

Substitute Permit

(Valid for up to one year and expires on August 31 of each year)

Requirements:

Completion of 90 semester hours of satisfactory *(minimum 2.0 grade point average)* credit consolidated at one four-year regionally accredited college and university.

How to Apply:

Applications for permits can only be completed and submitted to the OPPS by local and intermediate school districts, public school academies, and private schools. Individuals who meet the minimum requirements and wish to substitute teach should contact the district/school where they are interested in substitute teaching.

Validity:

The substitute permit is valid for teaching in day-to-day substitute teaching assignments during the school year for which the permit is approved. This permit is not valid for any regular or extended assignment. The substitute permit expires on August 31st of the given school year. The district/school may renew the permit each school year.

Other Permits: Emergency, Full Year, 1233b, and Expert in Residence

(Valid for up to one year and expires on August 31 of each year)

Issued to schools or school districts where an emergency staffing issue exists and the school cannot find a certified individual for the assignment.

Note: For more information about teacher permits, or for a copy of the brochure "Facts About Michigan Teacher Permits," visit the website at: http://www.michigan.gov/teachercert.

Annual Authorization

(Valid for up to one year and expires on August 31 of each year)

This authorization can be issued to a school district if an occupationally certificated teacher is unavailable for employment. The purpose of this authorization is to provide school districts with experienced individuals to instruct in an occupational area where fully certified occupational teachers are unavailable. This Annual Authorization is valid for persons who will be teaching occupationally approved and reimbursed courses in grades 9-12.

Requirements:

High school graduation; AND

- A minimum of two full years *(4,000 hours)* of recent and relevant occupational experience *(experience is considered recent if it occurred no more than six years prior to the date of application)*. The local school

district and the OPPS will determine the adequacy of the occupational experience.

How to Apply:

Applications for this authorization can only be completed and submitted to the OPPS by an employing local or intermediate school district with an approved occupational education program. This authorization is valid for instructing in the occupational area specified on the application for one school year. All authorizations expire on June 30 of the school year.

- NO certificate is issued to the individual. However, the school district may access a report of individuals for whom the district has received approved Annual Authorizations. An Annual Authorization may be renewed, provided a school district is able to document that NO certificated teacher is available. Such documentation may be waived for a maximum of eight consecutive years, provided the teacher continuously completes credit each year towards occupational certification at an approved occupational education institution. If the credit is from a non-occupational institution or community college, an occupational plan or letter must be provided from the approved occupational education institution that the credit will count towards Occupational Certification.

Special Education Personnel Approvals

Special Education Approvals are NOT endorsements on a teaching certificate but are issued as letters of approvals from the Office of Special Education processed by employing districts and Intermediate School Districts through.

More information is available at the Office of Special Education's web site on Personnel Approvals:
http://www.michigan.gov/mde/0,1607,7-140-6530_6598_40121---,00.html.

Or the Administrative Rules for Special Education:
http://www.michigan.gov/mde/0,4615,7-140-6530_6598_7376---,00.html.

A searchable database of approval holders can be accessed at:
http://mdoe.state.mi.us/approvalssearch/search.aspx.

Special Education Teacher Approvals

Temporary and continuing temporary teacher approvals are processed through the employing school district and intermediate school district. This is available when a district has conducted a search for a fully qualified teacher and there is no certified teacher, holding the appropriate endorsement for the position, at the time of the assignment. Teacher Approvals require a valid Michigan teaching certificate and enrollment in a special education endorsement program through a Michigan EPI, with requirements for 6 credit hours to be taken each year of employment for continuing temporary approval as described in Rule 340.1783. The approval request~~ed~~ must be completed by the employing school district, not by the teacher.

Special Education Teacher Consultant

Full approval for a Teacher Consultant position is requested by the employing school district. A person must possess a valid Michigan teaching certificate with a special education endorsement, a Master's Degree in education or a field of study related to special education, and a minimum of three years of satisfactory teaching experience, not less than two years of which shall be teaching in a special education program.

Special Education Supervisor or Director

Require an approval, please see web site above for more information on Rules 340.1771 and 340.1772 of Administrative Rules for Special Education.

School Social Worker

Require an approval. Please see the following website for more information on requirements of Rule 340.1012 in the Administrative Rules:

http://www7.dleg.state.mi.us/orr/Files%5CAdminCode%5C105_37_AdminCode.pdf.

Michigan School Nurse Certificate

Issued to a person employed as a school nurse. There are three levels of School Nurse Certification: Interim, Standard, and Professional. The requirement for the Interim *(initial)* School Nurse Certificate is a valid Michigan Registered Nurse license. Once the Interim Certificate is issued, the candidate must continue working towards a Bachelor of Science in Nursing or a health related field. The employing school or school district must apply for this certificate on behalf of the school nurse.

MILITARY & PEACE CORPS EXTENSION OF CERTIFICATES

Extension of the Provisional/Professional Education Certificates are granted only on the basis of military or Peace Corps service rendered by the Provisional/Professional Education Certificate holder during the validity span of such certificate.

Extensions are not granted on the basis of the military or Peace Corps service of the spouse of the certificate holder.

Extensions are pertinent and available only to candidates who have rendered military or Peace Corps service. The expired Provisional/Professional Education Certificate holder who has not rendered military or Peace Corps service may qualify at any future time for a renewal as described in the "Provisional Renewal" section or the "Professional Education Certificate Renewal" section. Extensions cannot exceed the validity span of the certificate.

How to Apply:

After the completion of such service the candidate should send the Office of Professional Preparation Services a written request for such extension, and include with the request a photocopy of the military discharge document, or a copy of the service summary form the Peace Corps authority, and a photocopy of his/her Michigan teaching certificate.

Attn: Edwardeen Jones
Michigan Department of Education
Office of Professional Preparation Services
P.O. Box 30008,
Lansing, Michigan 48909

OTHER SCHOOL ASSIGNMENT AREAS & APPROVAL CONTACTS

Driver Education

Requires approval in addition to the teaching certificate: Contact Michigan Department of State, Driver Programs Division at (517) 241-6850.

Non-Teaching Athletic Coaches

Contact the Michigan High School Athletic Association at (517) 332-5046.

Swimming Coaches

Contact the Mid-Michigan American Red-Cross at (517) 484-7461.

Requirements:

Certification and Highly Qualified is NOT the same thing. A teacher who does not hold the appropriate certificate, endorsement or authorization *(permit or "all subjects" designation)* for an assignment in a position ***cannot*** gain Highly Qualified status. The first step in gaining Highly Qualified status must be appropriate state authorization, via certification, to teach the grade level and subject area.

Above and beyond certification, NCLB requires all teachers of core academic subject areas be Highly Qualified. **Highly Qualified status is determined at the local level by the employer and not by the MDE.**

CORE ACADEMIC SUBJECT AREAS AS DEFINED BY NCLB INCLUDE:

English	Reading	Language Arts	Mathematics
Science	Foreign Languages	Civics and Government	Economics
Arts*	History	Geography	

**The arts in Michigan include visual arts, vocal and instrumental music, dance and theatre.*

Highly Qualified Means

The teacher holds a least a Bachelor's Degree and is certified, endorsed, or authorized to teach the subject, and has one of the following:

- Major in the content/subject *(or equivalent of 30 semester credit hours)*; or
- Passed a rigorous state test in the content/subject; or
- Completed a state approved High Objective Uniform State Standards of Evaluation (HOUSSE); or
- Holds National Board Certification in the content/subject.

Highly Qualified Teachers in Michigan

All elementary certified teachers who have taken and passed the Elementary Education #83 or #103 Michigan Test for Teacher Certification (MTTC) are considered Highly Qualified for grades K-5 *(all subjects)* and grades 6-8 *(self-contained settings only)*.

All middle (6-8) and secondary (9-12) certified teachers who have taken and passed the MTTC for the endorsements listed on their certificates are considered Highly Qualified in those areas.

All middle and secondary certified teachers who hold a major in their endorsement area are considered Highly Qualified for that content/subject.

How to Demonstrate you are Highly Qualified

A teacher can demonstrate that they are Highly Qualified in areas for which they are certified by one of the methods listed under "Highly Qualified" above. For those who choose to use a HOUSSE option, the applicable information is available on the MDE website in the State Board of Education approved document "Michigan's Definition for Identifying Highly Qualified Teachers". The website address is: http://www.michigan.gov/MDE-HQ. Additional Highly Qualified teacher guidance can also be found here.

Michigan Test for Teacher Certification (MTTC)

This test alone does not add an endorsement to a Michigan teaching certificate. In order to add an endorsement, a teacher must complete a state-approved endorsement program, including coursework.

MTTC
Evaluation Systems
Pearson
P.O. Box 660
Amherst, MA 01004-9001
Ph. (800) 823-9225 or Visit: http://www.mttc.nesinc.com.

Evaluation of Transcripts From Other Countries

To be evaluated for a Michigan teaching certificate, individuals who have completed course work, degrees or a teacher preparation program in another country (with the exception of individuals who have completed a teacher preparation program and degrees in Canada and who hold a valid teaching certificate from Ontario, Newfoundland, Quebec, or Saskatchewan) must provide a course by course evaluation report from one of the evaluation services listed below:

World Education Services, Inc.
P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Telephone: (212) 966-6311
Chicago Telephone: (312) 222-0882
Fax: (212) 739-6120
E-mail: info@wes.org
Website: http://www.wes.org
http://www.wes.org/application

Educational Credential Evaluators, Inc.
P.O. Box 514070
Milwaukee, WI 53203-3470
Telephone: (414) 289-3400
Fax: (414) 289-3411
E-mail: eval@ece.org
Website: http://www.ece.org

International Education Research Foundation, Inc.
P.O. Box 3665
Culver City, CA 90231-3665
Telephone: (310) 258-9451
Fax: (310) 342-7086
Website: http://www.ierf.org

PLACEMENT SERVICES & SALARIES

MDE does not operate a placement or referral service, or maintain salary information and does not publish a directory of Michigan school districts.

Directory of Michigan School Districts

(Order a copy today)

Michigan Education Directory Inc.,
P.O. Box 15223,
Lansing, Michigan 48901

Ph: (517) 482-8467.

College Teaching

Michigan does not require or issue a college level teaching certificate.

Office of Retirement Services (ORS)

Retirement *(including shortage areas)* questions should be directed to:

Michigan Department of Management and Budget,
Public School Employees Retirement System,
Secondary Complex, General Office Building, Third Floor,
7150 Harris Drive,
P.O. Box 30171,
Lansing, Michigan 48909,

Ph: (517) 322-5103 or (800) 381-5111.

Teacher Tenure

Tenure questions should be directed to the Office of Tenure at (517) 373-8369.

Nullification of an Endorsement

Upon written request of a teacher, the OPPS may nullify one or more endorsements on the teaching certificate, or a grade level certification included in the teaching certificate if the grade level certification has not been used for 12 or more years. The endorsement cannot be reinstated, reissued, or renewed once nullified. Written request can be submitted using the form available upon request (GuthrieS@michigan.gov) or by written letter to:

Krista D. Ried, Supervisor
Michigan Department of Education
Office of Professional Preparation Services
P.O. Box 30008, Lansing, Michigan 48909

Certification Fee

Public Act 339 of 1988 requires the collection of a certification fee by the Department of Education "as a condition of having the application evaluated for conformance with the application requirements." As of April 1, 1989, all applicants, both those graduating from in-state colleges and those graduating from out-of-state colleges, are being charged certification fees according to the amounts specified in Public Act 339. The most frequently charged fees are listed below. For specifics on other certification fees, contact the OPPS for a copy of Public Act 339 *(as amended)*.

Application Fee	In-State	Out-of-State
Provisional Certificate	$160	$210
Professional Education Certificate	160	210
Interim Occupational Certificate	160	210
Occupational Certificate	160	210
Administrator Certificate	160	210
Additional Endorsements	50	50
Teaching Permits	45	
Annual Occupational Authorization	40	
School Psychologist	160	210
School Guidance Counselor	160	210
Two-Year Extended Provisional Certificate	50	
Interim Teaching Certificate	160	

Renewal Fee	In-State	Out-of-State
Provisional Certificate	$100	$100
Professional Education Certificate	160	160
Interim Occupational Certification	100	100
Occupational Certificate	160	160
School Psychologist	160	160
School Guidance Counselor	160	160
Administrator Certificate	160	160

Michigan State Board of Education
Statement of Compliance
With Federal Law

The Michigan State Board of Education (SBE) complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the US Department of Education (USED). It is the policy of the SBE that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the USED.

Information Published By

Michigan Department of Education
Office of Professional Preparation Services
608 West Allegan,
P.O. Box 30008,
Lansing, Michigan 48909

Ph: (517) 373-3310

Fax: (517) 373-0542

Websites

About the Office of Professional Preparation Services:
http://www.michigan.gov/opps.

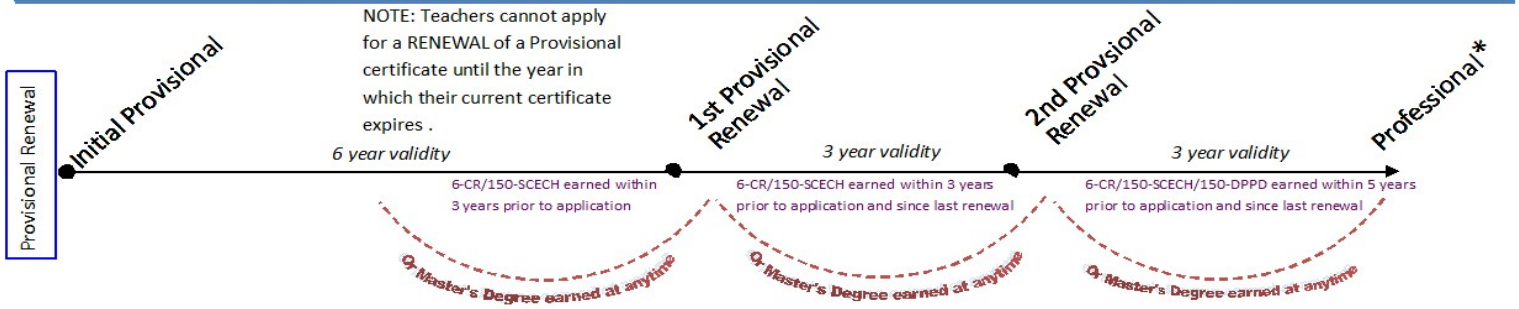
About teacher certification:
http://www.michigan.gov/teachercert.

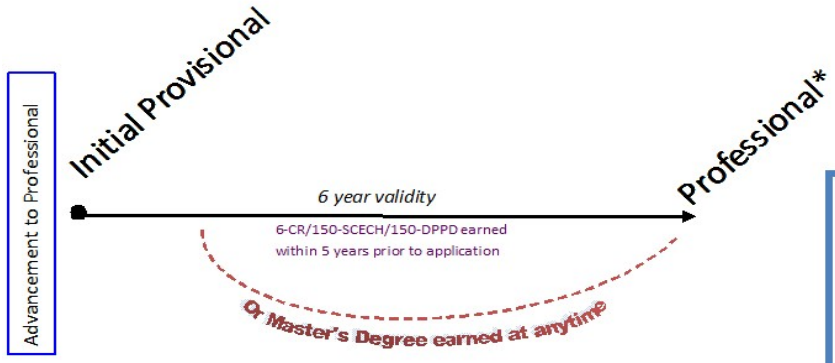
The Michigan Online Education Certification System:
http://www.michigan.gov/moecs.

Appendix A

Provisional Renewal or Progression to Professional Certificate

Using 6 Semester Credit Hours (CR), 150 State Continuing Education Clock Hours (SCECH) or 150 District Provided Professional Development (DPPD for Progressions Only)





*In addition to the CR/SCECH/DPPD Professional Learning requirement, progressing to the Professional certificate requires:

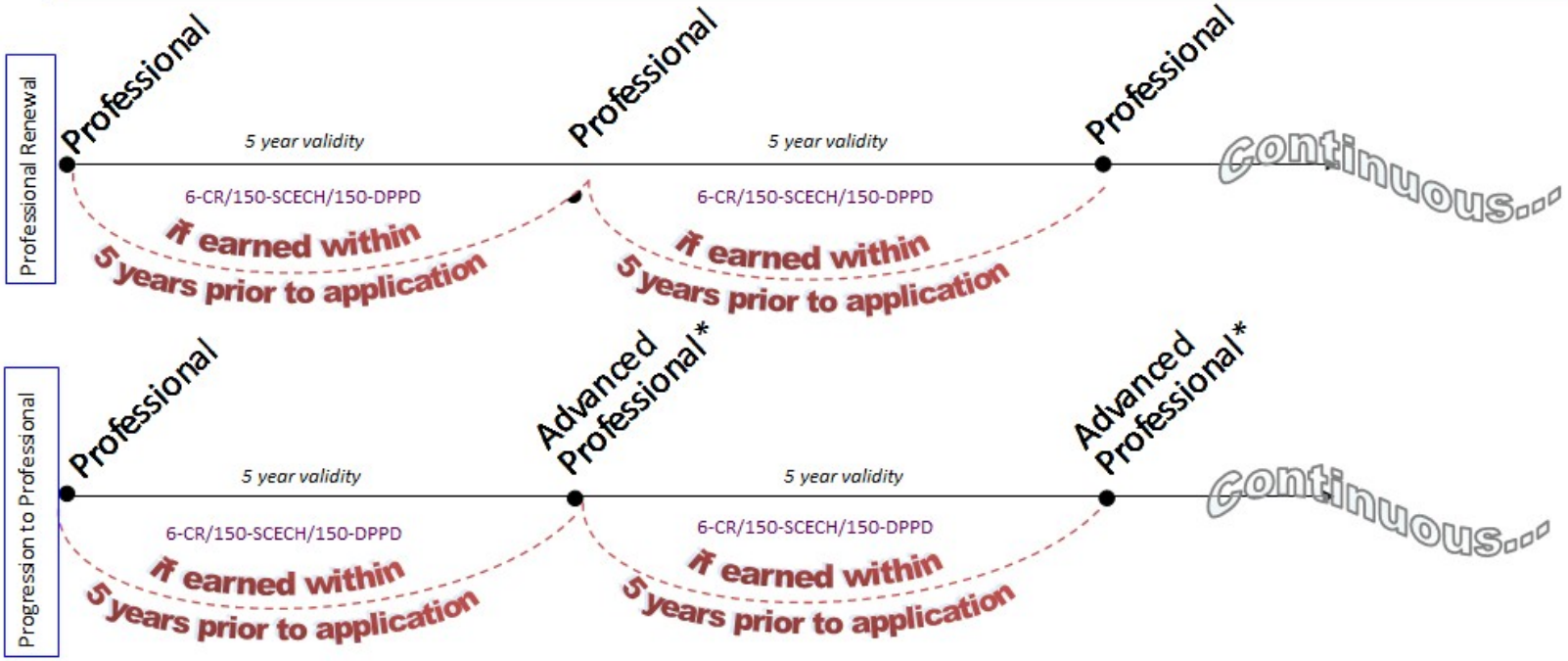
- ◊ Three years of successful teaching experience since the issue date, and within the validity and grade level, of the Provisional Certificate
- ◊ Appropriate reading methods credits and diagnostics reading credits

Based upon the May 18, 2012 revisions of the Michigan Teacher Certification Code, sections: R 390.1132(5) and R 390.1129b(4).

Appendix B

Professional Renewal or Progression to NEW Advanced Professional Certificate

Using 6 Semester Credit Hours (CR), 150 State Continuing Education Clock Hours (SCECHs) or 150 District Provided Professional Development (DPPD) or combination



*In addition to the CR/SCECH/DPPD requirement, advancing to the NEW Advanced Professional certificate requires:

- 5 consecutive effective or highly effective ratings, and
- National Board certification or completion of approved teacher leader training or preparation program

Teachers may move between the Professional and Advanced Professional certificates based upon their effectiveness ratings.