



ABOUT TEACHER CERTIFICATION
IN MICHIGAN

April 2008

THE STATE OFFICE

Michigan law requires that a person employed in an elementary or secondary school with instructional responsibilities shall hold a certificate, permit or vocational/authorization valid for the positions to which he is assigned. The Office of Professional Preparation Services (OPPS) and the Michigan Department of Education 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.



TYPES OF CERTIFICATES AVAILABLE

Michigan currently issues the following certificates:

- Provisional Certificate (initial teaching license)
- Professional Education Certificate (advanced teaching license)
- Interim Occupational Certificate (initial vocational license)
- Occupational Education Certificate (advanced vocational license)
- Preliminary School Psychologist Certificate (initial license)
- School Psychologist Certificate (advanced license)
- Temporary Teacher Employment authorization (one year non-renewable authorization issued to candidates with valid out-of-state teaching certificates)
- School Guidance Counselor License

Michigan no longer issues the following certificates, however they are still valid for those who hold them:

- 18-Hour and 30-Hour Continuing Certificate
- Permanent Certificate

VALIDITY LEVELS

- **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 through 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 through 12.

WHERE TO OBTAIN INFORMATION AND APPLICATION FORMS

In-state candidates who complete requirements at an approved Michigan teacher preparation institution must be recommended by that institution. Out-of-state

candidates and applicants for renewal of the Professional Education or Occupational Education certificates apply directly to the state office at:
Michigan Department of Education
Office of Professional Preparation Services
PO Box 30008, Lansing, MI 48909
Website: www.michigan.gov/mde



QUICK TIPS ABOUT CERTIFICATES

Provisional Certificate

- The initial teaching certificate issued in Michigan upon successful completion of an approved teacher preparation program and passage of the Michigan Test for Teacher Certification (MTTC).
- Valid for up to 6 years.

Provisional Renewal

(Each renewal is valid for up to 3 years.)

- First renewal requires completion of 9 semester hours in a planned course of study since the issuance of the provisional certificate or completion of an approved Master's or higher degree at any time. (State Board-Continuing Education Units (SB-CEUs) cannot be used in lieu of semester hour credits).
- Second renewal requires completion of 18 semester hours in a planned course of study since the issuance of the provisional certificate or completion of an approved Master's or higher degree at any time.
- An additional three-year renewal requires sponsorship by the local school district or private school, completion of all academic requirements for the Professional Education certificate, and approval of the Michigan Department of Education.
- An individual who holds an expired provisional, temporary vocational authorization, or interim occupational certificate, but holds a valid certificate from another state, who has taught within the grade level and subject area endorsement or endorsements to the validity of the certificate for at least 1 year in the preceding 5-year period is eligible for a 3-year renewal of the provisional, temporary vocational authorization, or interim occupational certificate.

Two-Year Extended Provisional

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

- The individual's initial Provisional teaching 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.
- A Michigan public or private school is employing and sponsoring the individual for the Two-Year Extended Provisional teaching certificate.

The Extended Provisional teaching certificate is valid for two calendar years and is nonrenewable. **Individuals who fail to complete all requirements for the Professional Education certificate during the two-year validity period of the Extended Provisional teaching certificate will not be granted additional renewals of their Provisional teaching certificates.**

Professional Education Certificate

- Michigan's advanced teaching license/credential.
- Requires completion of 18 semester hours* in a planned course of study after the issuance of the provisional certificate or completion of an approved Master's or higher degree at any time, and 3 years of successful teaching experience within the validity and grade level of the provisional certificate. (State Board-Continuing Education Units (SB-CEUs) cannot be used in lieu of semester hour credits).
- Teaching experience acquired in a licensed, private, "Child Care Center" may apply towards the experience requirements for an elementary Professional Education certificate. The Michigan institution which plans a person's 18-semester hour planned program shall determine that the experience is under appropriate supervision and is successful for in-state candidates based on the report of the employing district(s).
- Out-of-state candidates who hold a regular, valid teaching certificate from another state and meet all of the requirements of the Professional Education certificate at the time of application are not required to take the Michigan Test for Teacher Certification (MTTC).
- Must also meet the reading requirements (6 semester hours of teaching of reading or reading methods for elementary and 3 semester hours for secondary).
- Valid for up to 5 years.
- Teachers who achieve National Board for Professional Teaching Standards (NBPTS) certification are eligible for the Professional Education certificate with the same validity year as the NBPTS certificate.

** Credit completed outside the state of Michigan must be in an approved Master's degree program at a regionally accredited teacher preparation institution.*

Professional/Occupational Education Certificate Renewal

(Renewal is valid for up to 5 years)

- Requires completion of 6 semester hours at any four-year or community college listed in the Directory of Michigan Institutions of Higher Education, or 18 State Board Continuing Education Units (SB-CEUs) or a combination of the two (3 SB-CEUs are equivalent to 1 semester hour of credit). Credits

completed at approved out-of-state four-year teacher preparatory institutions are also acceptable.

- Semester credits or SB-CEUs must have been completed within the five-year period preceding the date of application and after the date of issuance of the previous certificate.

Vocational Certificates

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

Interim Occupational Certificate

(Initial License)

R 390.1163 Interim occupational certificate (formerly called temporary vocational authorization).

Rule 63. (1) An interim occupational certificate may be issued upon the report of a designated occupational teacher preparation institution to an applicant presenting evidence that he or she has met the following requirements:

- (a) Possesses a baccalaureate degree.
 - (b) Has a major or minor in the field of specialization in which occupational certification is being requested.
 - (c) Has a minimum of 2 years of (4,000 hours) of experience in the occupational area concerned or has completed a planned program of directed supervised occupational experience approved the superintendent of public instruction. The occupational experience shall be characterized by its relevancy and recency.
 - (d) Has passed both the state teacher preparation basic skills test and appropriate subject area test or tests available at the time of application.
 - (e) Has successfully completed a minimum of 6 semester credit hours of professional or vocational education credit.
- (2) 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. Interim occupational certificates issued within a calendar year expire 6 years from June 30 of that year.

R 390.1164 Rescinded.

Occupational Education Certificate

(Advanced License)

- **Requirements:** Three years of successful teaching experience within the validity of the Temporary Vocational Authorization or Interim Occupational Certificate; completion of 9 semester hours of professional vocational education credit approved by a sponsoring Michigan teacher education institution or an earned Master's or doctorate degree, and completed since the issuance of the Interim Occupational Certificate.
- **How to Apply:** Individuals holding only a Temporary Vocational Authorization should apply directly to the Michigan teacher preparation institution where they completed their 9 semester hour planned program.

The Occupational Education certificate has the same validity and renewal conditions as the Professional Education Certificate.

Temporary Teacher Employment Authorization

Requirements: Only issued to out-of-state candidates who hold a valid certificate from another state which meets requirements, and who have never held a Michigan teaching certificate. Valid for only one-year from the date of issue and is non-renewable. The Temporary Teacher Employment Authorization (T2EA) allows out-of-state candidates one year to meet testing requirements. The Michigan Test for Teacher Certification (MTTC) is the only acceptable examination. Once the T2EA has been issued the candidate must complete testing requirements in order to be issued a Michigan teaching certificate.

Annual Authorizations

- This authorization can be issued to a school district if a vocationally 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 vocational teachers are unavailable. This Annual Authorization is valid for persons who will be teaching vocationally approved and reimbursed courses in grades 9 through 12.
- **Requirements:** High school graduation; 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 Office of Professional Preparation Services will determine the adequacy of the occupational experience.
- **How to Apply:** Applications for this authorization can only be completed and submitted to the Office of Professional Preparation Services by an employing local or intermediate school district with an approved vocational 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 vocational certification at an approved teacher education institution.

Permanent/Continuing/Full Vocational Authorization Reinstatements

These certificates automatically remain valid as long as the holder serves in an "educational capacity" (any full or part-time educational employment at any level) for a minimum of 100 days in any given five year period (need not be consecutive days).

A lapsed permanent/continuing/full vocational authorization certificate may be reinstated for an applicant who meets any one of the following requirements:

- Holds an approved Master’s degree or higher
- Has completed (following the lapse of the certificate) 6 semester hours of satisfactory college credit from an approved teacher education institution.
- The certificate may be reinstated provisionally for 1 year upon request of a public or private school employer that is willing to employ and sponsor the certificate holder for one year in a regular teaching position. This one year reinstatement MUST BE requested by the sponsoring school district PRIOR to such employment and is issued to the sponsoring employer only, not to the certificate holder.

Substitute Permits

- **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 Office of Professional Preparation Services 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. 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.

For more information about teacher permits, or for a copy of the brochure “Facts About Michigan Teacher Permits,” contact the Office of Professional Preparation Services at (517) 373-6895 or visit the website at www.michigan.gov/teachercert.

Michigan School Nurse Certificate

Is 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 RN license. Once the interim is issued, the candidate must continue working towards a Bachelor of Science in Nursing or a health related field. Application is made directly to the Michigan Department of Education.

For more information about the Michigan School Nurse Certificate, contact the Office of Professional Preparation Services at (517) 335-0585 or visit the website at www.michigan.gov/mde.

School Guidance Counselor License

R 390.1305 School counselor license; in-state applicants.

Rule 5. (1) An in-state applicant for a school counselor license shall meet all of the following requirements;

- (a) Completion of coursework pursuant to section 1233(2) (b) of 1976 PA 451, MCL 380.1233(2)(b).

- (b) Successful completion of the department's school counselor examination.
- (c) Recommendation by an approved school counselor education program to provide services as a school counselor. The recommendation for the issuance of a school counselor license shall be made in a manner designated by the department.
- (d) Completion of not less than 30 graduate level semester hours in school counseling which shall include an internship.
- (e) Completion of not less than a 600 clock hour internship with school-aged pupils under the supervision of a person who is a counselor educator in an approved school counseling program. At least 300 of the 600 clock hour shall be in a school setting.
- (2) A school counselor license shall be valid for up to 5 years.
- (3) The renewal of a school counselor license requires the completion of 6 semester hours of credit in an approved program or the 18 approved state board continuing education units, or a combination of both. Credit shall be toward an individual's professional development as a school counselor. The following apply:
 - (a) Renewal credit shall be completed after the date of issuance of a school counselor license and within the 5-calendar year period before applying the renewal.
 - (b) Correspondence credit shall not meet the requirements of a school counselor credential or its renewal. Online and distance learning coursework shall meet the requirements of a school counselor license or its renewal. If attending a sponsoring institution with an approved school counseling program.

Rule 390.1306 School counselor license; out-of-state applicant.

Rule 6. (1) an out-of-state applicant for a school counselor license shall meet the following requirements:

- (a) Has applied directly to the department.
- (b) Has successfully completed the department's school counselor examination.
- (2) The individual meets at least 1 of the following:
 - (a) Holds a Master's degree or higher in a school counselor education program at an approved out-of-state institution that includes skills and content areas pursuant to section 380.1233(2)(b) of 1976 PA 451, MCL 380.1233(2)(b).
 - (b) Has completed at least 5 years of successful experience serving in a school counseling role in another state within the immediate preceding 7-year period and holds a Bachelor of Science or Bachelor of Arts degree from an approved counselor education program.
- (3) The individual shall provide written documentation of the credential and approval document required by another state to serve in the school counseling role.
- (4) The state board may accept a comparable school counselor license from another state as a basis for the issuance of the Michigan school counselor license.
- (5) The state board may accept credits presented for licensing from out-of-state accredited institutions. Official transcripts shall be submitted directly to the department with a school counselor license application and other supporting documentation.

Preliminary Employment Authorization for School Guidance Counselor

Is available to a candidate of a Michigan teacher preparation institution who has completed 34 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 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

Is 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. Application is made directly to the Michigan Department of Education.

Voluntary Administrator Certification

Requires completion of an approved program in Educational Leadership/Administration. This certification is voluntary and not mandated by the department. There are two basic endorsements available on the initial certificate (i.e., Elementary/Secondary Administrator K-12 [Building] or Central Office [district]).

School Psychologist Certificate

A person who is employed as a school psychologist by a local or intermediate school district shall be required, by September 1, 1992, to hold a valid Michigan school psychologist certificate or a preliminary school psychologist.

A preliminary school psychologist certificate is the initial certificate issued upon completion of an approved school psychologist preparation program. The candidate must have completed a minimum of a Master's degree and completed a supervised internship of not less than 600 hours under the supervision of a school psychologist. In order to advance to the school psychologist certificate the candidate must complete at least an additional 15 semester credits in an approved program. The preliminary school psychologist certificate is valid for 3 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 5 years and must be renewed by meeting the continuing education requirements.



Military & Peace Corps Extension of Certificates

Extension of 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 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 "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 from the Peace Corps authority, and a photocopy of his/her Michigan teaching certificate.



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.
- **Temporary Approval in any Special Education Area**
Requires a teaching certificate and partial completion of the applicable special education program. The temporary approval must be requested by an employing school district, not by the teacher. Contact Special Education Services at (517) 335-0468.

- School Psychologist**
 The rules governing School Psychologist certification were revised and became effective in July of 2006. Questions regarding School Psychologist certification requirements and procedures for applying may be addressed by calling (517) 241-2200.
- School Social Worker**
 Requires approval only—no teaching certificate available or required. Contact Special Education Services at (517) 335-0468.
- Special Education Consultant**
 Requires approval in addition to a teaching certificate with special education endorsement, but is not given as a certificate endorsement. Contact Special Education Services at (517) 373-9433.
- Special Education Supervisor or Director**
 Requires approval, but is not given as a certificate endorsement. Contact the Michigan College or university through which the candidate completed the applicable program or Special Education Services at (517) 373-0926.
- School Guidance Counselor**
 Requires a school guidance counselor endorsement on a Michigan teaching certificate or Michigan School Guidance Counselor license. Additional information may be provided by calling 517-241-0046.
- Voluntary Administrator Certification**
 Requires completion of an approved Master's degree or higher in Educational Leadership/Administration. This is a voluntary certificate not mandated by the department, it is a stand-alone certificate with two endorsements available on the initial certificate (i.e., Building Level, Elementary/Secondary). Administrator Certification was brought back on a voluntary basis by law effective August 2006. Questions regarding Administrator Certification requirements and procedures for applying may be addressed by calling (517)241-2200.



Placement Services and Salaries

The Michigan Department of Education does not operate a placement or referral service, or maintain salary information and does not publish a directory of Michigan school districts. A complete directory of Michigan school districts is published by the Michigan Education Directory Inc., PO Box 15223, Lansing, MI 48901; (517) 482-8467.

The Michigan Department of Education (MDE) provides a free online professional school talent bank. There is no cost to search for a job or to post your resume in the Michigan Educator Talent Bank (METB). You are not required to register to

search METB's job postings; however, you must complete a free registration in order to post your resume. Once you have posted your resume, METB's bank of registered employers can better match their search with your resume.

<http://www.michigan.gov/metb> OR <http://metb.merit.edu/>

College Teaching

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

Retirement

Retirement questions should be directed to the Michigan Department of Management and Budget, Public School Employees' Retirement System, Secondary Complex, General Office Building, Third Floor, 7150 Harris Drive, PO Box 30171, Lansing, MI 48909, (517) 322-5103 or 1-800-381-5111.

Teacher Tenure

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

Certification Fees

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 Office of Professional Preparation Services for a copy of P.A. 339 (as amended).

<u>Original Application Fee</u>	<u>In-State</u>	<u>Out-of-State</u>
Provisional Certificate	\$160	\$210
Professional Certificate	160	210
Interim Occupational Certificate	160	210
Occupational Certificate	160	210
Administrator Certificate	160	210
Additional Endorsements	50	50
Substitute Permit	45	45
Annual Vocational Authorization	25	25
School Psychologist	160	210
Duplicate Certificate/Authorization	25	25
School Guidance Counselor	160	210
Two-Year Extended Provisional Certificate	50	50

<u>Renewal/Reinstatement Fee</u>	<u>In-State</u>	<u>Out-of-State</u>
Provisional	\$100	\$100
Professional	160	160

Interim Occupational Certification	100	100
Occupational	160	160
School Psychologist	160	160
Reinstatement	50	50
School Guidance Counselor	160	160

Out-of-state applicants must apply directly to the Michigan Department of Education. Once the completed application form is received, the out-of-state applicant will be billed for the application evaluation fee. Applications and credentials will not be evaluated by the Office of Professional Preparation Services until the payment is received by the bank. In-state applicants apply directly to his/her sponsoring college/university with the exception of the Professional Education and Occupational Education certificate renewals. Upon completion of all requirements, in-state applicants may receive a letter of eligibility from the college/university. The applicant will be billed directly from the Office of Professional Preparation Services. After payment is made, the certificate will be issued.

**Michigan State Board of Education
Statement of Compliance
With Federal Law**

The Michigan State Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Michigan State Board of Education 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 U.S. Department of Education.

Information published by the Michigan Department of Education's Office of Professional Preparation Services, 608 West Allegan, PO Box 30008, Lansing, Michigan 48909; Telephone: (517) 373-3310; Website: www.michigan.gov/mde.