

RENEWAL AND PROFESSIONAL EDUCATION CERTIFICATE INFO SHEET

Effective July 1, 2009, satisfactory completion of a three-credit course of study with appropriate field experiences in the diagnosis and remediation of reading disabilities and differentiated instruction is required for **ALL** teachers holding a **Provisional** teaching certificate who wish to advance to the **Professional Education Certificate**. This course of study is required by legislation originally passed in April, 2006, and later amended in July, 2007, that amends Section 1531 of the Michigan School Code 1976 PA 451 (MCL 380.1531), and applies to **ALL** teachers who meet the requirements and are applying for a Professional Education Certificate **AFTER July 1, 2009**. This required reading assessment course is in addition to any reading methods courses required for initial certification, and it can be taken as part of the 9-credit or 18-credit planned program. The Michigan Department of Education has posted a list of the State-approved reading assessment courses offered at various state colleges and universities that may be taken to satisfy the requirement. The list is available at the following web site: www.michigan.gov/teachercert under the heading Specialty Programs.

TO APPLY FOR A RENEWAL OF A MICHIGAN PROVISIONAL CERTIFICATE:

- You must hold an **expired** certificate. Michigan Provisional Certificates are valid for six (6) years and expire on June 30th of the sixth year from the date of issuance. The date of expiration is on the front of your certificate.
- You must have completed nine (9) semester hours for the first renewal and eighteen (18) semester hours for the second renewal in a planned program. A planned program is defined as any 400-level or higher course (**except School of Management courses**) that the university offers. Another way to get the credit necessary for a renewal is by adding a new certificate endorsement, such as an additional minor. In this case, a provisional renewal can be obtained when you have completed the first 9 credits or more towards the new endorsement. The majority of these hours (**5 or more**) **MUST** have been completed on University of Michigan Ann Arbor, Dearborn, or Flint campuses. Finally, a G.P.A. of 2.75 is required in the courses taken and being applied towards the minor or endorsement.
- The hours to be applied to the renewal of the certificate must have been earned **AFTER** the issuance of the original certificate. Graduate coursework completed before the issuance of the original certificate **MAY NOT** be applied to a renewal unless an advanced degree (Master's or Doctorate) was earned.
- **CORRESPONDENCE CREDIT IS NOT ACCEPTABLE FOR RENEWAL OF A CERTIFICATE.**
- A renewal of your certificate does not require teaching experience. The only requirement is the coursework as described above.
- The teacher education institution where you plan your program of advanced study is the institution which will make the recommendation for the renewal of your certificate, regardless of which institution made the recommendation for the original certificate.
- Renewals are valid for three (3) years. A **maximum of two (2) renewals** is allowed through a university. **Third renewals** may be issued to individuals who have completed all credit requirements for the Professional Education certificate and have been hired for a regular teaching position for the current school year. **Applicants apply directly to the Office of Professional Preparation Services. The third renewal** will be issued when the application, fee payment, letter from the school district, and institution verification of completion of academic requirements for the Professional Education certificate have been received. **GIVEN THE MAXIMUM NUMBER OF RENEWALS ALLOWED BY STATE CODE, IT IS STRONGLY RECOMMENDED THAT YOU DO NOT APPLY FOR A RENEWAL UNLESS A VALID TEACHING CERTIFICATE IS REQUIRED FOR A POSITION.**

- To be recommended by The University of Michigan-Flint for the **first renewal** of your certificate, you must have completed nine (9) semester hours at the 400 level or higher in a planned program, **with a grade of "C" or better in each course**. The majority of these hours (**5 or more**) **MUST** have been completed on The University of Michigan Ann Arbor, Dearborn, or Flint campuses or through the Extension & Continuing Education office.

- To be recommended by The University of Michigan-Flint for a **second renewal** of your certificate, you must have completed eighteen (18) semester hours at the 400 level or higher in a planned program, **with a grade of "C" or better in each course**. The majority of these hours (**10 or more**) **MUST** have been completed on The University of Michigan Ann Arbor, Dearborn, or Flint campuses or through the Extension & Continuing Education office.

TO APPLY FOR A MICHIGAN PROFESSIONAL EDUCATION CERTIFICATE:

- You must have completed eighteen (18) semester hours for the Professional Education Certificate. A planned is defined as any 400 level or higher course (**except School of Management courses**) that the university offers. Another way to get the credit necessary for a Professional Education Certificate is by adding a new certificate endorsement, such as an additional minor. You not only must have completed a minimum total of 18 credits, regardless of the level of the course, **but you must also complete requirements for the new minor, which includes taking and passing the appropriate Michigan Test for Teacher Certification (MTTC) subject area exam**. The grade point average required in the new minor or endorsement must be at least 2.75.

- Graduate courses elected before the granting of the Michigan Provisional Certificate may **not** be applied unless you have completed an advanced degree. If any candidate has earned a Master's or higher degree before the issuance of the Provisional Certificate or concurrent with the completion of the requirements for the Provisional Certificate, the above requirement is waived.

- **CORRESPONDENCE CREDIT IS NOT ACCEPTABLE FOR THE PROFESSIONAL EDUCATION CERTIFICATE.**

- You must have successfully completed a minimum of three (3) years or 450 days of teaching experience at the level and according to the validity of your currently-held certificate. This experience may include teaching done in other states, or other countries, but must meet the requirements as stated above.

- As of July 1, 1983, the State of Michigan requires **six (6) semester hours of approved reading methods for elementary certification** and **three (3) semester hours of approved reading methods for secondary certification**. This requirement must be met by all candidates who are recommended to the State Board of Education after this date. **RECOMMENDATIONS CANNOT BE MADE IF THIS REQUIREMENT HAS NOT BEEN MET REGARDLESS OF THE NUMBER OF CREDIT HOURS OR DEGREE LEVEL COMPLETED BY THE CANDIDATE.**

- Professional Education Certificates and full vocational authorizations issued in Michigan after July 1, 1992, will be valid for **FIVE** years and are renewable. An applicant for renewal must present evidence that he/she has completed six semester hours of credit from an approved teacher preparation institution or the equivalent in continuing education units approved by The Michigan Board of Education.

- The teacher education institution where you complete your credit in a planned program is the institution which will make the recommendation for the Professional Education Certificate, regardless of which institution made the recommendation for the original certificate.

- If you have earned a Master's or higher degree from an NCATE (National Council for Accreditation of Teacher Education) approved institution outside of the State of Michigan, you must contact the address given below for instructions regarding the application for a Professional Education Certificate. This procedure is not handled by universities or colleges in the State of Michigan.

Teacher Preparation and Certification Services
Michigan Department of Education
P.O. Box 30008

Lansing, Michigan 48909
(517) 373-3310

- In order to be recommended by The University of Michigan-Flint for a **Professional Education Certificate**, you must have completed the semester-hour requirement at the 400-level or higher, in a planned program, with a **grade of "C"** or better earned in each course.

- The majority of hours (10 or more) for the **Professional Education Certificate**, **MUST** have been completed on The University of Michigan Ann Arbor, Dearborn, or Flint campuses or through the Extension & Continuing Education office.

MICHIGAN TEACHER CERTIFICATION CODE CHANGES

- A state elementary provisional certificate which is issued after September 1, 1988, is valid for teaching all subjects in grades kindergarten to and including 5, for teaching subject areas in grades 6 to and including 8 in which the applicant has completed a major or minor, and for teaching all subjects in grades kindergarten to and including 8 when those subjects are taught in a self-contained classroom in which a majority of the instruction is provided by one teacher. The certificate is valid for six (6) years.
- A state secondary provisional certificate which is issued after September 1, 1988, is valid for teaching in subject areas in grades 6 to and including 12 in which the applicant has completed a major or minor. The certificate is valid for six (6) years.
- A professional education certificate or occupational education certificate is valid for five (5) years and shall be renewed, on proper application, for up to an additional five (5) years upon the applicant's completion of six (6) semester hours of academic credit from an approved teacher preparation institution, or the submission of evidence of the equivalent, in continuing education units completed through professional development programs or professional activities defined and approved by the state board. For persons who do not complete the requirements (as just stated) the certificate expires on June 30th of the year of the certificate's expiration. To renew an expired professional education certificate, a person shall apply to the state board for a renewal and shall present evidence of the completion of the six (6) semester hours, or their equivalent, within a five-year period (as specified above). Credit completed out of state shall have been completed at an approved teacher training institution. These rules apply to all candidates who apply and qualify for professional education certificates or occupational education certificates after June 30, 1992.

INSTRUCTIONS

- Please complete the application. Incomplete applications will **NOT** be processed. If you are applying for a renewal, you **must** sign the statement on the bottom of the first page of the application regarding ineligibility for the Professional Education Certificate and **all** applicants **must** sign the remaining statements on the back of the application.
- Attach one (1) **xerox** copy of your currently-held certificate. If you do not have a copy of your certificate, you must request either a duplicate copy or an official statement from:

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

- Order one (1) **official** copy of all relevant transcripts from other schools, including University of Michigan, Ann Arbor and/or Dearborn campuses. **ONLY University of Michigan-Flint transcripts will be obtained by Vicki Tonda, Certification Officer.** You must have **all** transcripts from **other** universities **mailed directly to:**

The University of Michigan-Flint
Vicki Tonda, Certification Officer
Education Department
430 French Hall
Flint, MI 48502-1950

- If you are applying for the Professional Education Certificate, and you completed the required reading methods course(s) in your undergraduate coursework at another university, you must arrange to have one (1) **official** copy of that transcript sent to the above address also.

- Transcripts for The University of Michigan Ann Arbor campus are ordered from:

The University of Michigan
Transcript , Certification & Diploma Services
555 LSA Building
500 South State Street
Ann Arbor, MI 48109-1382

- The University of Michigan-Dearborn campus transcripts should be ordered from:

The University of Michigan-Dearborn
4901 Evergreen Road
Enrollment Services Office
1169 University Center
Dearborn, Michigan 48128

- If you are completing hours this semester that are to be applied to the semester hour requirement for a renewal or for the Professional Education Certificate, please be sure to have the transcripts held until the current semester grades are posted. Grades are frequently not posted for two to three weeks after final examination week.

- Processing renewal applications can take a few weeks, while processing Professional Education Certificate recommendations will take longer. The Michigan Department of Education will mail your certificate to the address you provide on the application.

- Should you be faced with a time constraint and need official confirmation that you have applied for and completed the requirements for either a renewal of your certificate or for the Professional Education Certificate, this office can issue such a statement. Statements are sent only to the applicant, not to school personnel. **Please be advised that a statement will not be issued until official transcripts with all relevant coursework and grades are received and, if applying for the Professional Education Certificate, all teaching experience has been officially verified.**

The University of Michigan-Flint

Application for a Renewal, Professional Education Certificate, OR Additional Endorsement

NOTE: THIS APPLICATION WILL NOT BE PROCESSED WITHOUT ONE (1) XEROX COPY OF YOUR CURRENTLY-HELD CERTIFICATE AND ONE (1) OFFICIAL COPY OF ALL RELEVANT TRANSCRIPTS FROM OTHER UNIVERSITIES. THIS APPLICATION WILL BE RETURNED IF INCOMPLETE.

I am applying for: A Renewal_____ OR I am applying for: A Professional Education Certificate_____

I am applying for an Endorsement in:_____

Date:_____ Social Security Number_____

Name:_____

(First)

(Middle)

(Maiden)

(Last)

Address:_____

(Street)

(City)

(State)

(Zip)

Telephone Number (_____)_____ Birthdate_____

Level of Certificate(s) Held: Elementary_____ Secondary_____ Vocational_____

A) LIST ALL COLLEGES/UNIVERSITIES ATTENDED, CREDITS EARNED, AND DATES OF ATTENDANCE, INCLUDING THOSE ATTENDED **SINCE** ISSUANCE OF THE ORIGINAL PROVISIONAL AND/OR TEMPORARY VOCATIONAL CERTIFICATE(S).

Name of Institution

Date(s) of Attendance

*Semester Hours

Date Transcript Ordered

*one semester hour is equivalent to one and one-third (1 1/3) quarter/term hours.

B) LIST ALL TEACHING EXPERIENCE **SINCE** THE ISSUANCE OF THE PROVISIONAL CERTIFICATE. PLEASE GIVE THE NAME OF THE SCHOOL SYSTEM, **COMPLETE ADDRESS**, AND DATES OF EMPLOYMENT.

Name of School System

Address (street, city, state, zip)

Date(s) of Employment

The following statement must be signed if you are applying for a Renewal of your Provisional Certificate. Please see information sheet for requirements.

I have not met the requirements for the Michigan Professional Certificate at this time.

Signature_____

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal offense to use or attempt to use a college or university transcript that is fraudulently obtained, altered, forged, or any other fraudulent credentials to obtain a teacher, school administrator, or school psychologist certificate, or other State Board approval.

I acknowledge that I have read and understand the above statement as it applies to this application.

Signature_____

The "Administrative Rules Governing the Certification of Michigan Teachers" from the Michigan Department of Education includes Rule 101. Please read the State Rule and then answer the question below. This form becomes a part of your record and shall be held in the Education Department.

Rule 101: "The state board may refuse to grant or renew, or may revoke or suspend for a fixed term, or may impose reasonable conditions on, a teaching certificate pursuant to these rules for the following reasons:

- a. Fraud, material misrepresentation, or concealment in the application for a certificate.
- b. Failure or ineligibility of the applicant or certificate holder to meet the criteria for eligibility for the certificate.
- c. Conviction, as an adult, or an act to immoral conduct contributing to the delinquency of a child, or a felony involving moral turpitude."

The following questions must be answered, signed, and dated.

1. **Have you ever been convicted of a crime?** YES _____ NO _____
2. **Have you ever had a teaching certificate denied, revoked, nullified, or have you ever surrendered a teaching certificate?** YES _____ NO _____

If you answered yes, you must provide the Education Department with additional information.

Signature _____ Date _____

The Michigan State Department has requested all teacher education institutions to attempt to gather the data indicated below. **Please Note:** Inclusion of this data is entirely **optional**. Your response, or lack of it, in no way affects the processing of your application.

The identifications below are those designated by the State Board of Education and will be used only to meet its reporting requirements.

1. _____ Native American 2. _____ White 3. _____ Black 4. _____ Asian 5. _____ Hispanic 6. _____ Multi-racial

Signature _____ Date _____

I authorize the Education Department at the University of Michigan-Flint to release all of my official transcripts to The Michigan Department of Education. This statement is in accordance with the Family Educational Rights and Privacy Act of 1974 and Federal Law 93.380.

Signature _____ Date _____

I authorize the University of Michigan-Flint to recommend me for a teaching certificate or additional endorsement. I understand that I will be charged a fee for my certificate, in accordance with Public Act 339 of 1988, and will be billed for the amount owed. I agree to pay this fee. **Professional Education Teaching Certificate - \$160.00; Additional Endorsement - \$50.00; Renewal of Provisional Teaching Certificate - \$100.00.**

Signature _____ Date _____

Please return this application and all relevant documentation to:

The University of Michigan-Flint
 Vicki Tonda, Certification Officer
 Education Department
 430 French Hall
 Flint, Michigan 48502-1950