

Certificate Renewal Requirements

Updated to reflect the renewal credit requirement changes as of June 20, 2014

**If you have questions, phone 517/373-3310 or
email MOECSSupport@Michigan.gov**

One of the most common questions at Office of Professional Preparations Services (OPPS) is "What do I need to renew my certificate?" You can always find information at www.Michigan.gov/TeacherCert in the *Facts on Educator Certification*

Provisional Certificate Renewals

A Master's degree earned at any time will now allow for a provisional renewal without earning additional renewal credits. If you have not previously earned a Master's degree, you will need **150** total hours of renewal credit. You can use 6 college credits, 150 SCECHs (State Continuing Education Clock Hours, formerly SB-CEUs), or any combination of the two (one credit equals 30 SCECHs). For example; you could have a 3 credit class for 75 hours, and use 75 hours of SCECHs for your 150 hour total. You **CANNOT** use District Provided Professional Development (DPPD) to renew a provisional certificate.

Requirements for using credit:

1. The credits must not have been completed prior to the issuance date of your last certification. For example, if you last renewed on June 1, 2011 nothing completed prior that EXACT date would be applicable.
2. The credits must not be more than **3** years old. For example, today is June 25, 2014. Nothing completed prior to June 25, 2011 would be applicable.

Progressing from the Provisional to the Professional

- Requirements:
 1. Completion of Reading Methods. 3 credit hours for secondary certificates, 6 credit hours for elementary certificates. *If you have completed a Teacher Preparation undergraduate degree in Michigan after 1983 you have already completed this requirement.*
 2. Completion of Reading Diagnostics. This is a Master's level course that would not be included in an undergrad program. You can find a list of every college in Michigan that offers the Reading Diagnostics course here :
http://www.michigan.gov/documents/mde/PA_118_Web_chart_2_4_11_344767_7.pdf
 3. 3 years of successful teaching *since the issuance of your provisional certificate.* The 3 years doesn't need to be done at a single school district, as long as you have **3** total years.
- Credit requirement:
 1. **A Master's degree earned at any time will now allow for progressing to the professional without earning additional renewal credits. The above requirements must still be met.** If you have not previously earned a Master's degree, you will need **150** total hours of renewal credit. This can be 6 college credits, 150 SCECH hours, 150 DPPD hours, or any combination of the 3. For example, you could take a 3 credit college course for 75 hours, have 25 hours of SCECHs, and 50 hours of DPPD. This is just one example. You can combine them in any way.

There is no longer a cap on DPPD hours per school year. Any hours earned and approved by the district can be used for progression.

Requirements for using credits:

If you have a provisional renewal:

1. The credits must not have been completed prior to the issuance date of your last certification. For example, if you last renewed on June 1, 2011 nothing completed prior that EXACT date would be applicable.
2. The credits must not be more than **3** years old. For example, today is June 24, 2014. Nothing completed prior to June 24, 2011 would be applicable.

If you have NOT done a provisional renewal:

1. The credits must not have been completed prior to the issuance date of your last certification. For example, if you were issued a provisional certificate on June 1, 2008, nothing completed prior that EXACT date would be applicable.
2. The credits must not be more than **5** years old. For example, today is June 24, 2014. Nothing completed prior to June 24, 2009 would be applicable.

Professional Certificate Renewals

The requirements for renewing a professional certificate are the same as the credit requirements for progressing from the provisional to the professional.

A total of **150** hours. This can be 6 college credits, 150 SCECH hours, 150 DPPD hours, or any combination of the 3. For example, you could take a 3 credit college course for 75 hours, have 25 hours of SCECHs, and 50 hours of DPPD. This is just one example. You can combine them in any way.

There is no longer a cap on DPPD hours per year. Any hours earned and approved by the district can be used.

Requirements for using credits:

1. The credits must not have been completed prior to the issuance date of your last certification. For example, if you were issued a provisional certificate on June 1, 2008, nothing completed prior that EXACT date would be applicable.
2. The credits must not be more than **5** years old. For example, today is June 24, 2014. Nothing completed prior to June 24, 2009 would be applicable.

School Administrator Renewal

You will need **150** total hours. You can use 6 college credits, 150 SCECHs, or any combination of the two. For example; you could have a 3 credit class for 75 hours, and use 75 hours of SCECHs for your 150 hour total. You **CANNOT** use DPPD to renew a school administrator certificate.

Requirements for using renewal credits:

1. The credits must not have been completed prior to the issuance date of your last certification. For example, if you were issued a provisional certificate on June 1, 2008, nothing completed prior that EXACT date would be applicable.
2. The credits must not be more than **5** years old. For example, today is June 24, 2014. Nothing completed prior to June 24, 2009 would be applicable.

****If you hold a VALID PROFESSIONAL teaching certificate, you can automatically apply for your school administrator renewal without taking additional credits.**

School Counselor/School Psychologist Renewal

You will need **150** total hours. You can use 6 college credits, 150 SCECHs, or any combination of the two. For example; you could have a 3 credit class for 75 hours, and use 75 hours of SCECHs for your 150 hour total. You **CANNOT** use DPPD to renew a school counselor or school psychologist certificate.

Requirements for using renewal credits:

1. The credits must not have been completed prior to the issuance date of your last certification. For example, if you were issued a provisional certificate on June 1, 2008, nothing completed prior that EXACT date would be applicable.
2. The credits must not be more than **5** years old. For example, today is June 24, 2014. Nothing completed prior to June 24, 2009 would be applicable.

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