



Certificate Renewal

Note: Effective 11/13/2017, the Standard Teaching Certificate replaces the Provisional Teaching Certificate and the Professional Teaching Certificate replaces the Professional Educational Certificate pursuant to Administrative Rule 390.1101.

Note: District Provided Professional Development (DPPD) **earned beginning July 1, 2020**, must be entered **by the district** into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Credit Hours (SCECHs). This process replaces the current individual educator entry and the requirement for districts to review and sign each educator’s individual form.

As a registered SCECH Sponsor, RCS is required to adhere to the following when reporting participant attendance into MOECS:

- All participants **MUST** sign in and sign out at each professional learning event
- Participants must sign in using the name and PIC number associated with their MOECS account
- Participants must attend 100% of the contact hours to be eligible for credit (no partial credit)
- The MDE prohibits make-up sessions
- To receive the SCECH credit for DPPD, educators will need to complete the program evaluation surveys, which are automatically generated after the district uploads participation. Once the survey is completed, the educator will receive the SCECH credit for the DPPD program in their MOECS account.

Note: Educators will no longer be updating the status of their DPPD participation in KALPA. This will be done by the district as attendance documentation is received.

Note: District Provided Professional Development (DPPD) **earned prior to July 1, 2020:** Educators will continue to be responsible for entering DPPD that occurred prior to July 1, 2020 into their MOECS account. For further information, please reference the following Michigan Department of Education link: [MDE-New DPPD Reporting Process](#)

Certificate Renewal - The Standard Teaching Certificate / Professional Teaching Certificate is a five-year teaching certificate with unlimited renewals. Each renewal adds five years to the certificate’s validity. A renewal can be requested any time after January 1 of the expiration year.

Requirements: (One of the following)

Standard Teaching Certificate	Professional Teaching Certificate
Education-related professional learning totaling 150 hours.	Education-related professional learning totaling 150 hours.
An education-related masters or higher degree earned at any time from a regionally accredited college or university (may be used one time to renew the Standard Teaching Certificate).	A valid out-of-state certificate, appropriate for K-12 education may be used one time.
A valid out-of-state certificate, appropriate for K-12 education may be used one time.	



Certificate Renewal

Education-Related Professional Learning Options:

One of the following [education-related professional learning](#) options must be earned since the issue date of the most recent Standard Teaching Certificate or renewal, and they must be entered into [Michigan Online Educator Certification System](#) (MOECS) prior to applying for the renewal for the system to recognize your eligibility:

- 6 semester credit hours appropriate to the content and grade level of the certificate and endorsement from a [regionally accredited college or university](#); or
- 6 semester hours in a planned course of study from a [regionally accredited college or university](#); or

Note: Credits in a planned course of study may include credits taken as part of an education-related master’s or higher degree or credits in a program that leads to an endorsement.

- 150 Michigan [State Continuing Education Clock Hours](#) (SCECHs) appropriate to the content and grade level of the certificate and endorsement; or
- 150 hours of Michigan [District Provided Professional Development](#) (DPPD) appropriate to the content and grade level of the certificate and endorsement.
- Any combination of the above. See below.

Education-Related Professional Learning Hour Conversion:

- College credit: 1 semester credit = 25 professional learning hours
- SCECH Hours: 1 SCECH hour = 1 professional learning hour
- DPPD Hours: 1 DPPD hour = 1 professional learning hour

Progressing to the Professional Teaching Certificate

Requirements Effective July 1, 2018
3 years of successful teaching since the issue date of the initial Standard Teaching Certificate, within the content areas and grade level of the Standard Teaching Certificate.
6 semester credit hours of reading methods course work for elementary teachers and 3 semester credit hours for secondary certified teachers. If you completed your teacher preparation program in Michigan since 1985, you have met this requirement.
3 semester credit hours of reading diagnostics and remediation , which includes a field experience. This credit can be applied toward the professional learning requirement listed below assuming the credit was earned after the issue date of the most recent certificate or renewal.
Education-related professional learning totaling 150 hours; or An education-related master’s or higher degree earned at any time (even if previously utilized to renew the Standard Teaching Certificate) from a regionally accredited college or university .
Effectiveness ratings in accordance with MCL 380.1531j : <ol style="list-style-type: none"> a. Consecutive: effective or highly effective ratings on your annual yearend performance evaluations for the 3 consecutive school years immediately preceding your application for a Professional Teaching Certificate; or b. Nonconsecutive: effective or highly effective ratings on your annual year-end performance evaluation for at least 3 nonconsecutive school years prior to applying for the Professional Teaching Certificate, including: <ol style="list-style-type: none"> i. An Effective Educator Recommendation form completed by the chief school administrator of the school where you are currently employed.



Certificate Renewal

RCS District Guidelines

Although teachers complete many hours of professional learning during the course of the school year, beyond the PD days provided in the contract, it does not mean that these hours would count as DPPD. DPPD must be set aside or provided by the District and set forth in the Schedule E calendar of the REA contract.

Teachers who were on a leave of absence or worked part-time and did not attend at least 30 hours of DPPD each year during the renewal period, may need to use a combination of DPPD, College Credit and/or SCECHs to meet the required number of hours.

In order for a teacher to use DPPD for their certificate renewal, the teacher must have a DPPD Record for Certificate Renewal form for each school year. DPPD **earned prior to July 1, 2020**, is entered manually into [Michigan Online Educator Certification System](#) (MOECS), printed, and attached to the DPPD form. The form must be signed by the teacher's principal or district designee. Before signing the form the principal/designee must verify the following:

1. There is sufficient documentation of the DPPD activity in case it is needed for an audit.
2. The DPPD was appropriate to the grade level and content endorsement(s) of the teacher's certification.

Note: It is recommended that you complete this form every year, even if you are not renewing your certificate. Do not wait to the last minute to renew your certificate. This process takes a while to complete. You must apply for your certificate renewal prior to its expiration date.

Note: District Provided Professional Development (DPPD) **earned beginning July 1, 2020**, must be entered **by the district** into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Credit Hours (SCECHs).



Certificate Renewal

Entering Your Professional Learning Hours

[Click Here to go to the MOECS Login Page](#)
Michigan Online Educator Certification System

1. Login to [Michigan Online Educator Certification System](http://www.mi.gov/moecs) (MOECS) website (www.mi.gov/moecs). Your username is the first 6 letters of your last name followed by the first two letters of your first name. Your password is whatever you assigned it to be. Click on **Login Assistance** if you have never been on the site to create a new account, or if you don't remember your account information.

Password Requirements:

- Password length must have a minimum of 8
- Password must be not based on the user's
- Last 10 previous passwords cannot be reused.
- Password cannot be changed more than once
- Password must meet 3 out of the following 4
 - 1) at least 1 upper case character
 - 2) at least 1 lower case character
 - 3) at least 1 numerical character
 - 4) at least 1 special character

characters.
account name.
within a day.
criteria:

2. **Update** or **Confirm** your Personal Information.
3. Click on the link for **View Professional Learning**.

College Credits

1. On the **College Credits** tab, click on the **Add** button. Fill in all of the required fields.
2. Click on **Save**.

Note: One semester credit equates to 25 professional learning hours.



Certificate Renewal

District Uploaded PD and SCECHs

1. Click on the tab for **District Uploaded PD and SCECHs**. All SCECHs that you have attended will automatically appear here from the SCECH Coordinator.

[Education-Related Professional Learning](#) / [District Uploaded PD and SCECHs](#)

State-Continuing Education Clock Hours (SCECHs)

[College Credits](#)

District Uploaded PD and SCECHs

[DPPD Earned Prior to July 01, 2020](#)

[Totals](#)

Participant Name:

Participant Address:

You must complete an evaluation for each offering to be awarded SCECHs and to have the offerings display on this transcript.

Click on [Access Evaluations Due](#) to complete any outstanding evaluations.

[Accept Uploaded Records](#)

[Access Evaluations Due](#)

Filter By: (Optional)

Start Date:

End Date:

[Search](#)

[Clear Search](#)

2. If applicable, click on **Access Evaluations Due** to complete any outstanding evaluations. SCECHs will not appear on this transcript without a completed evaluation.

DPPD Earned Prior to July 01, 2020

1. Click on the tab for **DPPD Earned Prior to July 01, 2020**.

[Education-Related Professional Learning](#) / [DPPD Earned Prior to July 01, 2020](#)

DPPD Earned Prior to July 01, 2020

[College Credits](#)

[District Uploaded PD and SCECHs](#)

DPPD Earned Prior to July 01, 2020

[Totals](#)

Page Size: 10

Activity Title	School District	Date	Hours Engaged	School Year
<input checked="" type="radio"/> RCS - District PD	Rochester Community School District	03/13/2020	5.00	2019-2020
<input type="radio"/> RCS - District PD	Rochester Community School District	03/10/2020	5.00	2019-2020
<input type="radio"/> RCS - District PD	Rochester Community School District	03/06/2020	3.00	2019-2020
<input type="radio"/> District Provided PD - Hart	Rochester Community School District	01/14/2020	1.00	2019-2020
<input type="radio"/> RCS - District PD	Rochester Community School District	12/13/2019	3.00	2019-2020
<input type="radio"/> District Provided PD - Hart	Rochester Community School District	12/10/2019	1.00	2019-2020
<input type="radio"/> District Provided PD - Hart	Rochester Community School District	11/05/2019	1.00	2019-2020
<input type="radio"/> RCS - District PD	Rochester Community School District	11/05/2019	3.00	2019-2020
<input type="radio"/> RCS - District PD	Rochester Community School District	11/04/2019	6.00	2019-2020
<input type="radio"/> District Provided PD - Hart	Rochester Community School District	10/11/2019	1.00	2019-2020

1 2 3 4 5 ... Last

[Add](#) [Edit](#) [Delete](#)

[Education-Related Professional Learning](#) / [District Provided PD](#) / [DPPD](#)

DPPD

* = Required

Professional Development Category

Select

* Activity Title

* School District

* Hours Engaged

* Date

[Save](#)

[Back](#)

Note: All DPPD that you have added to the MOECS site previously will appear here.

2. To enter DPPD earned prior to July 1, 2020, click on **Add**.
3. Using the Certification Form you printed from KALPA, fill in all of the required fields.
4. Click on **Save**.

Note: When choosing a selection from the **Professional Development Category**, use your best judgement as to which category to choose. When filling out the **Activity Title** field, use the course name listed on the Certification Form. Activities must be descriptive. Generic entries, e.g., staff meeting, district PD, PLC (with no description), etc., will be rejected. Before you submit your application your principal or district designee must sign the required form and initial your list of logged DPPD hours.

5. Repeat steps 2-4.



Certificate Renewal

Totals

1. Click the **Totals** tab to view the professional learning you have earned toward your renewal.

Education-Related Professional Learning Earned for Recertification

College Credits District Uploaded PD and SCECHS DPPD Earned Prior to July 01, 2020 **Totals**

* = Required

Please select the Certificate Category & Certificate Type that you would like to apply to estimate your Professional Learning hours.

* Certificate Category Teaching ▼

* Certificate Type Professional Teaching Certificate Renewal ▼

2. Choose the appropriate selections from the drop down arrows for **Certificate Category** and **Certificate Type**.
3. Scroll to the bottom of the **Totals** page to verify the hours entered for professional learning. Teachers need a total of 150 professional learning hours to renew their teaching certificate. A renewal can be requested any time after January 1 of the expiration year.

Renewing your Standard or Professional Certificate

1. Click on the link for **Apply or Renew**.

2. Choose the appropriate selection from the drop down arrow for **Certificate Type**.
3. Click on **Apply**.

4. On the **Conviction Questions** screen, answer the required questions.
5. Click on **Next**.



Certificate Renewal

- Verify your personal information.
- Click on **Next**.

MARYGROVE COLLEGE Bachelors

Program : Secondary

Have you ever accepted responsibility in a civil infraction (excluding speeding tickets) or been convicted of (or pled no contest to) a misdemeanor or felony? No

Have you had a teaching, school counselor, school psychologist, or school administrator certificate suspended or revoked? No

Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate? No

Have you ever surrendered or nullified a teaching, school counselor, school psychologist, or school administrator certificate? No

Endorsement List

Endorsement	Grade Level	Major/Minor
MATHEMATICS(EX)	6-12	
BIOLOGY(DA)	6-12	
SCIENCE(DX)	6-12	

Based on the answers provided in this application you are applying for the **Professional Teaching Certificate Renewal**.
Click **Next** to continue.

Submit Application

You have completed all the necessary information. Please read the terms and conditions and click the 'Submit' button to complete the application process.

ADVISORY:

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to:

Use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, other state board of education approval, or a certificate or approval of another person for the purpose of obtaining employment;

Use or attempt to use a college or university transcript or a certificate or other credential that is fraudulently obtained, altered or forged, or uses or attempts to use as his or her own, a college or university transcript or a certificate or other credential that is for another person, to obtain a teaching certificate, school administrator's certificate, or state board approval in this state.

I have read and understand the above advisory.
 I validate that the information contained in my application is true and valid.

Electronic Signature: (L) (K)

Note: Please type in your full name as it is displayed in the parenthesis next to the text field.

- On the **Submit Application** screen, click inside the checkboxes for **I have read and understand the above advisory** and **I validate that the information contained in my application is true and valid**.
- Type in your full name as displayed in the parenthesis in the text box field for **Electronic Signature**.
- Click on **Submit**.

- You will then receive a confirmation message indicating your application has been successfully submitted. Click on the **Home** link to pay your renewal fee.

Confirmation Message

Your application for **Professional Teaching Certificate Renewal** has been successfully submitted to the Michigan Department of Education (MDE), Office of Professional Preparation Services (OPPS).

Your application reference number is :

To pay your fee, please click on the "Home" button on the left side of the screen and then click on "Pay fee." Also an e-mail containing a link to pay your fee has been sent to the e-mail address that you provided in your demographic information.

Progressing from the Standard to the Professional Teaching Certificate

- Follow the steps as outlined above for Renewing your Standard or Professional Certificate. After you click on **Apply** in Step 3, you will be asked if you have at least three years of successful teaching experience since your Michigan Standard Teaching Certificate was issued and if you have earned an endorsement in Reading or Reading Specialist. Answer the questions appropriately and click on **Next**.
- Click on **Next** again.

Apply For Teaching Certificate - Step 1
(* = Required)

* Do you have at least three years of successful teaching experience since your Michigan Standard Teaching Certificate was issued? Yes No

* Have you earned an endorsement in Reading (BT) or Reading Specialist (BR) from a Michigan college or university since 2002, and is the endorsement listed on your certificate? Yes No



Certificate Renewal

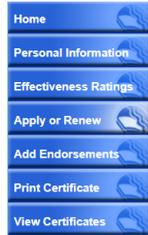
- After you verify your personal information in Step 6, you will be asked if you want to apply for Professional CTE Certificate/renewal. Answer the question appropriately and click on **Next**.
- Your confirmation message in Step 11 will remind you that your application has been successfully submitted but cannot be reviewed until the fee is paid and all application documents are received.
- Follow the steps as outlined below for Pay Fee and for Cover Letter and Forms.

Apply For Certificate

(* = Required)

* Do you also want to apply for Professional CTE Certificate/renewal?

Yes No



Confirmation Message

Congratulations! Your application for a **Professional Teaching Certificate** has been successfully submitted to the Michigan Department of Education.

Your application number is:

Your application cannot be reviewed until the fee is paid and all application documents are received.

Click the "Home" button on the left navigation menu. From there you can:

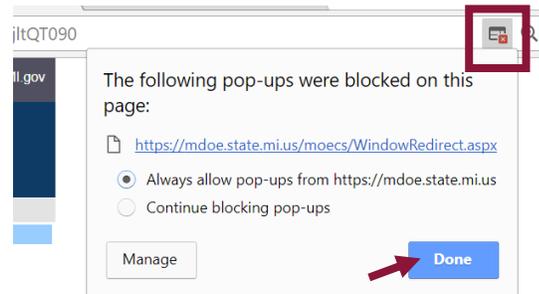
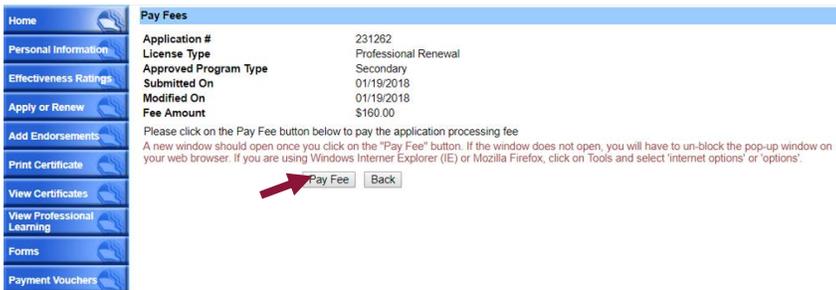
- Pay the non-refundable application fee – we also sent a link to the email address you provided in your personal information.
- Print the MOECS generated cover letter by clicking the button labeled "Print Cover Letter" at the top of the screen.
 - The cover letter provides a list of the required application documents and must accompany those you personally send for review. The mailing address is located at the bottom of the cover letter.
 - A cover letter is not needed for documents sent on your behalf, e.g., transcripts sent directly from a college/university.

Pay Fee - The current application/renewal fees are listed on the Michigan Department of Education website.

- To pay your Pending Certificate Applications fee, click on the **Pay fee** link from the Home screen.
- Click on the **Pay Fee** button to pay the application processing fee. A new window should open. If the window does not open, you will have to unblock the pop up window on your web browser.
- If applicable, click on **OK**.

Pending Certificate Applications

Application #	Certificate Type	Submitted On	Status	
231262	Professional Teaching Certificate Renewal	01/19/2018	Pending Payment	Pay fee



- In Chrome, click on the pop up blocker icon. Select **Always allow pop-ups from https://mdoe.state.mi.us**. Click on **Done**.
- Click on **Pay Fee**.
- Click on **Next**.
- Fill in the required information. Click on **Next**.
- Click on **Pay Now**.



Billing Address

* Indicates required field

Use Business Name

*First Name:

*Last Name:

Street Line 1:

Street Line 2:

City:

State:

Zip:

Country: UNITED STATES

Phone:

*E-Mail:

Payment Details

*Payment Amount: 140.00 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date:

Payment Confirmation

Your payment has been successfully submitted.

Application Reference Number:
Confirmation Number:
Paid Amount:
Paid Date:

To download the certificate, you need to log on to MOECS System and click on the "Print Certificate" link on the left side of the screen

Please note:
For credit card payments this transaction will appear as "MDE Educator License" on your credit card statement.



Certificate Renewal

Cover Letter and Forms

Note: This section only applies if you are progressing from the Standard to the Professional Teaching Certificate. Your Pending Certificate Applications appear at the bottom of your Home page.

1. From the **Home** screen, click on the link for **Print Cover Letter**. The Cover Letter provides a list of the required application documents and must accompany those you personally send for review. The mailing address is located at the bottom of the cover letter.
2. Click on the **Forms** link.
3. Download and print the forms as indicated on your cover letter.
4. Once the Michigan Department of Education approves your documentation, you will be able to print your Professional Teaching Certificate.

Application #	Certificate Type	Submitted On	Status
230385	Professional Teaching Certificate	01/17/2018	Waiting for Documents

Note: Click on the application # hyperlink to view the application details, to print the application summary and to print the cover letter (for out-of-state applications).

You can download the Adobe PDF reader from the below link
[Download Adobe PDF reader.](#)



Certificate Renewal

Printing Your Certificate

1. Click on the link for **Print Certificate**.

Home

Personal Information

Effectiveness Ratings

Apply or Renew

Add Endorsements

Print Certificate

View Certificates

View Professional Learning

Forms

Payment Vouchers

Print Certificate

Certificate #	Certificate Type	Status	IssueDate	Expiration Date
IF0000000234143	Professional Teaching Certificate Renewal	Valid	04/12/2017	06/30/2022
IF0000000234143	Professional Teaching Certificate Renewal	Expired	06/03/2012	06/30/2017
IF0000000234143	Professional Teaching Certificate	Expired	06/11/2007	06/30/2012
IF0000000152255	Standard Teaching Certificate Renewal	Expired	07/01/2005	06/30/2008
IF0000000152255	Standard Teaching Certificate	Expired	07/26/1999	06/30/2005

[Print Certificate](#)

2. Select the certificate you wish to print.
3. Click on **Print Certificate**.
4. Print the PDF file.

STATE OF MICHIGAN
State Board of Education Department of Education
PROFESSIONAL TEACHING CERTIFICATE RENEWAL

awarded to _____

In accordance with the provisions of Act 287 of the Public Acts of 1964, the holder of this certificate is authorized to teach in any Michigan school all subjects and grades indicated.

(Elementary K-5 all subjects (K-5 All Subjects Self-Contained Classroom)
LANGUAGE ARTS (L) K-5
LIBRARY MEDIA (ND) K-12
MATHEMATICS (M) K-5

Issue Date: 04/12/2017
Expiration Date: 06/30/2022
License Number: _____

Certification requirements are subject to change. The certificate holder is responsible for being knowledgeable about current and revised regulations. It is the responsibility of the certificate holder to maintain a valid appropriate certification by meeting the requirements for certificate renewal as prescribed by statute and/or the State Board of Education.

MICHIGAN PROFESSIONAL EDUCATOR'S CODE OF ETHICS

The following ethical standards address the professional educator's commitment to the student and the profession:

- Service toward common good** - The professional educator's primary goal is to support the growth and development of all learners for the purpose of creating and sustaining an informed citizenry in a democratic society.
- Mutual respect** - Professional educators respect the inherent dignity and worth of each individual.
- Equity** - Professional educators advocate the practice of equity. The professional educator advocates for equal access to educational opportunities for each individual.
- Diversity** - Professional educators promote cross-cultural awareness by honoring and valuing individual differences and supporting the strengths of all individuals to ensure that instruction reflects the realities and diversity of the world.
- Truth and honesty** - Professional educators uphold personal and professional integrity and behave in a trustworthy manner. They adhere to acceptable social practices, current state law, state and national student assessment guidelines, and exercise sound professional judgment.

ADVISORY TO EDUCATOR

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to: use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged educator certificate, or a certificate of another person.
TO BE EMPLOYED AS AN EDUCATOR IN MICHIGAN THE EDUCATOR OATH MUST BE SIGNED, NOTARIZED, AND SUBMITTED TO YOUR EMPLOYER.
THIS IS AN OFFICIAL CERTIFICATE ONCE SIGNED AND NOTARIZED.

EDUCATOR OATH - STATE OF MICHIGAN

I do solemnly swear (or affirm) that I will support the Constitution of the United States of America and the Constitution of the State of Michigan, and that I will faithfully discharge the duties of the office of educator according to the best of my ability.

This certificate was subscribed and sworn to before me, along with picture identification, on _____

Notary Print Name _____

Notary Signature _____

Commission Expires: _____ Notary Seal _____

EMPLOYERS MUST VERIFY EDUCATOR CERTIFICATIONS AT: <https://mdoe.state.mi.us/MDOECS/Public/CertificateSearch.aspx>
For information on the renewal or advancement requirements of this educator certificate please go to www.michigan.gov/teachercert

Note: You will need to physically take your printed **unsigned** certificate renewal to HR. You will sign it and HR will sign and then notarize it for you. It is important to be sure all signatures are in the correct spots.

Note: Additional [Certification Guidance Documents](#) can be found on the Michigan Department of Education website.