



Office of Professional Preparation
Services

2007

www.michigan.gov/teachercert

Office of Professional Preparation Services

- Information Available on Website:
 - Teacher certification reference manual
 - Teacher certification verification site
 - Applications for certification
 - School Safety legislation information
 - Other important certification information

Michigan Teacher Certification

- Types of Certificates:
 - Provisional (Initial) teaching certificate:
 - Valid for up to 6 years
 - Requires 18 semester credits in a planned program, including the new additional reading requirements, or a master's degree or higher earned at any time
 - Requires 3 years of successful teaching within the validity of the certificate
 - May be renewed twice

Michigan Teaching Certificates

- Certificate types:
 - Professional Education (Advanced) Certificate:
 - Valid for up to 5 ½ years
 - Renewed for an additional 5 years based on meeting the continuing education requirement (no extensions are given)
 - 6 semester credits earned from any Michigan post-secondary institution
 - Earned 18 State Board-Continuing Education Units
 - Other approved State Board options

Michigan Teaching Certificates

- Two Levels of Certificates:
 - Elementary certificates are valid for any K-5 teaching assignment. May teach all subjects K-5 and in a self-contained classroom grades 6-8 all subjects. May teach a specific subject grades 6-8 when issued the appropriate endorsement.
 - Certain elementary certificates (Permanent and Continuing), no longer issued but remain valid, may teach all subjects grades K-8.
 - An endorsement for grade 9 is also valid for grades K-8.

Michigan Teaching Certificates

- Levels Continued:
 - Secondary Teaching Certificate:
 - Valid for a 6-12 assignment in a subject for which the appropriate endorsement has been earned.
 - May only be used to teach subjects for which an endorsement is earned. An out-of-field assignment (no endorsement earned) are considered out of compliance with Section 380.1531 of School Code and are subject to a State Aid penalty as prescribed in Section 388.1763 of the State Aid Act.

Michigan Vocational Teaching Certificates

- Interim Occupation Authorization:
 - The initial vocational certificate:
 - Valid for up to 6 ½ years
 - Valid only for the vocational teaching assignment designated on the certificate. May not be used to teach in a general education assignment unless the teacher also holds a valid provisional or professional education certificate.
 - Must complete the academic requirements and the appropriate vocational teaching experience to advance in certification.

Michigan Vocational Teaching Certificates

- Occupational Education Certificate
 - The advanced level vocational certificate:
 - Valid for 5 years from the year of issue.
 - Valid for the vocational area designated on the certificate. May not be used to teach a comparable general education class without a valid provisional/professional education certificate.
 - Must meet the continuing education requirement to renew—6 semester credits appropriate to the vocational designation

Michigan Vocational Teaching Certificates

- Annual Occupational Authorization:
 - A one year employment permit
 - May be renewed for up to 8 years without reposting if the teacher is enrolled in and making progress toward certification
 - Must be able to demonstrate recent and relevant work experience in the vocational area (requires 4000 hours of experience)
 - Valid to teach only in the area designated
 - Must be continuously enrolled and making progress to be eligible to continue the renewal.

Michigan Teaching Certificates

- Other valid types of certificates:
 - Life
 - Permanent
 - Continuing Education (both 18 HR & 30 HR)
 - Temporary Vocational Authorization
 - Full Vocational

Michigan School Counselor

- School Counselor Endorsement:
 - The endorsement (NT) is displayed on a valid provisional or professional education certificate.
 - Teaching certificate must be renewed every 5 years by meeting the continuing education requirements.
 - The counselor with an endorsement may attain tenure as a counselor by successfully completing a probationary period (4 years) beginning with the 2005-2006 school year.
 - Tenure is not portable between districts, but the probationary period is reduced to two years.

Michigan School Counselor

- Preliminary Employment Authorization:
 - Issued to a candidate for an endorsement or licensure
 - Valid for 3 years from the date of issuance and is nonrenewable
 - Must be presently enrolled and making progress toward completion of program
 - Completed at least 34 semester hours in the program
 - Recommended by the sponsoring institution

Michigan School Counselor

- School Counselor License
 - Does not possess a teaching certificate
 - Completed the school counselor preparation program at an approved institution
 - Completed a program outside of the state of Michigan which led to licensure in that state
 - May be renewed every 5 years by completing the continuing education requirements
 - May not attain tenure in the district

School Counselor Preparation Programs

- There are 12 Michigan institutions of higher education that have been approved to offer a school counselor preparation program.
 - Andrews University
 - Eastern Michigan
 - Michigan State
 - Oakland University
 - Spring Arbor
 - Wayne State
 - Central Michigan
 - Grand Valley State
 - Northern Michigan
 - Siena Heights
 - U of Detroit-Mercy
 - Western Michigan

Michigan School Psychologists

- Preliminary School Psychologist Certificate:
 - Valid for 3 years during which time the school psychologist must complete 15 semester credits and a supervised internship under the direction of a Michigan School Psychologist. The certificate may be renewed once for an additional 3 years upon the completion of 6 semester credits of appropriate coursework.

Michigan School Psychologist

- School Psychologist Certificate:
 - Valid for 5 years and may be renewed upon completion of the continuing education requirement (6 semester credits or 18 SB-CEUs in an area appropriate for role as a school psychologist)
 - May not attain tenure as a school psychologist.

Michigan School Psychologist

- Out-of-state applicants may apply for a Michigan School Psychologist certificate if the candidate has successfully completed the national certification program, otherwise the candidate is only eligible for the Preliminary School Psychologist certificate.
- Michigan Institutions with a School Psychologist preparation program:
 - Andrews University
 - Central Michigan
 - Michigan State
 - University of Detroit-Mercy
 - Wayne State University

Teacher Permits

- Types of Michigan Teaching Permits:
 - A permit may ONLY be issued after the teaching position has been posted and advertised and no suitable candidate may be found. When the assignment is to be filled for a semester or more, the individual for whom the permit is issued must also meet the No Child Left Behind requirements as a highly qualified teacher if the position is to teach a core academic subject.

Teaching Permits

- Full Year permit:
 - The candidate must have completed a minimum of 120 semester credits, 15 semester credits of which must be in professional education coursework, and enrolled in a program leading to certification.
 - The candidate must meet the highly qualified teacher requirements of NCLB at the time the permit is issued if the assignment is to teach a core academic class.
 - The permit is renewable for up to 3 years without reposting the position if making progress toward certification.

Teaching Permits

- Emergency Permits:
 - When a district cannot find a suitable candidate to fill a vacancy and the students education is in jeopardy, an emergency permit may be issued.
 - The NCLB Act requires a teacher who is assigned to a core academic subject to be highly qualified at the time of assignment, therefore the candidate must demonstrate competence for the subject area with an academic major or by testing.
 - Emergency permits are issued for one year only and must be reapplied for in future years.

Teaching Permits

- 1233b Permit
 - Issued to a district to employ an individual with a major in one of the following disciplines: mathematics, biology, chemistry, physics, engineering, robotics, computer science or a foreign language.
 - After one year the teacher must enroll in a preparation program as well as take and pass the appropriate certification tests.

Teaching Permits

- Day-to-Day Substitute Permit
 - Issued to the district to employ an individual in a short-term assignment to replace the teacher of record.
 - Individual must have earned at least 90 semester credits from a four year institution of higher education.
 - The individual DOES NOT need to meet the definition of a highly qualified teacher when assigned to a core academic subject

Nullification

- Certificate or Endorsement Nullifications:
 - The law regarding the nullification of a certificate/endorsement was amended on January 3, 2007. Upon receipt by the MDE of a request from a teacher, a teaching certificate/endorsement may be nullified only if the teacher is able to demonstrate that the teacher has not been assigned to teach the subject during the past 12 years. Once nullified, the teacher is no longer able to have the certificate/endorsement reinstated.

No Child Left Behind Act

- Highly Qualified Teachers:
 - The NCLBA requires school districts to only assign a highly qualified teacher to teach a core academic subject beginning with fall classes in 2006-2007. The core academic subjects are: English, reading, Language Arts, mathematics, science, foreign languages, the arts (music, visual art, dance), history, geography, economics, government/civics). Any teacher who provides direct instruction in a core academic class must be highly qualified for the assignment.

No Child Left Behind Act

- Highly Qualified Teacher:
 - Demonstrating Competence:
 - Full state certification, including appropriate endorsements or authorizations
 - At least an earned bachelor's degree
 - One of the following:
 - An academic major or its equivalent
 - Successful testing in the subject
 - An advanced degree in the subject or related to the teaching of the subject
 - National Board Certification
 - Any of the HOUSSE options

No Child Left Behind Act

- Highly Qualified Teachers:
 - Elementary special education teachers who provide direct instruction (the sole provider of instruction) in a core academic subject must be highly qualified to teach the subject.
 - The options to demonstrate competence are:
 - Take and pass the MTTC general elementary test
 - Identify 18 credits from a master's program supporting teaching content to special education students
 - Complete a specific portfolio available to special education teachers to cover all content the teacher may be asked to teach to special education students.

No Child Left Behind

- Highly Qualified Teachers
- Special education teachers assigned to a secondary class who provide direct instruction in a core academic subject must be highly qualified for the subject.
 - Options to demonstrate competence are:
 - An academic major or the equivalent of an academic major
 - Successful testing in the subject
 - Appropriate National Board Certification
 - Completion of a master's degree appropriate to the assignment
 - Completion of a portfolio (maybe a multiple subject portfolio)

Alternative Education Teachers

- Teachers in an Alternative Education Teaching Assignment:
 - Must demonstrate competence as a highly qualified teacher for any core academic subject
 - A teacher must hold a valid secondary teaching certificate (an elementary teacher employed in the position prior to October 25, 2005 may continue in the position)
 - Must demonstrate competence in at least one core academic subject and may then use testing or any HOUSSE option to demonstrate competence in the remaining subjects
 - In a departmentalized setting hold the appropriate subject area endorsement.

NCLBA and Other Teaching Assignments

- The NCLBA does not address teachers who are assigned to teach non-core academic classes other than to require that the teachers meet the definition of a highly qualified teacher when credit toward graduation is given in a core academic class is given to the student by taking a non-core academic class.

NCLB and School Code and Teaching Assignments

- The NCLB Act requires districts to only assign a highly qualified teacher to teach a core academic subject. A district may not assign a teacher who does not have the proper state authorization to teach a subject and be considered highly qualified. Such an assignment would be out-of-compliance with School Code (Section 380.1531) in addition to NCLB.

Certificate Endorsements

- To obtain an endorsement to a Michigan teaching certificate, the teacher must complete both the approved academic program and take and pass the appropriate MTTC tests. The teacher may not obtain the endorsement unless both conditions are met. Taking the MTTC test for the purpose of demonstrating competence as a highly qualified teacher will not lead to the awarding of an endorsement.

Michigan Administrative Rules Governing Certification

- The Michigan Department of Education has recently revised the rules governing the certification of teachers, the certification and licensure of school counselors, and the certification of school psychologists. These three sets of rules have been certified by the Secretary of State and now are in effect. The revised rules are available at the following web site: www.michigan.gov/teachercert

Administrative Rules Governing the Certification of Michigan Teachers

- A few significant changes:
 - The validity period of a certificate will be determined from January 1 of the year of application.
 - Provisional certificates may be renewed for the first time by completing 9 semester credits of a planned program.
 - Credits taken to renew or advance in certification must be in an area related to the certificate or other educational function.

Recent Legislative Changes

- Reading Requirement:
 - Beginning July 1, 2009 a teacher advancing to the Professional Education teaching certificate must present evidence that during the **first 6 years of classroom experience** has completed a 3 semester credit course in the diagnosis and remediation of reading disorders, including an appropriate field experience.

Recent Legislative Changes

- Sixth Grade

- Effective August 15, 2006 a teacher holding a secondary teaching certificate may now be assigned to teach sixth grade in an endorsed area.
- Proposed revised administrative rules will also permit the assignment of a secondary certified teacher to a sixth grade assignment in any subject for which the teacher holds a valid endorsement.

Administrator Certification

- Recent legislation signed by the governor provides for a voluntary school administrator certificate to be issued by the MDE. The certificate may display endorsements for elementary, secondary, or central office. The certificate may also display specialty endorsements or enhancements.

Administrator Certification

- Individuals previously certified as a school administrator in Michigan will be eligible to apply for a voluntary reactivation of the certificate. The previous certificate will be matched as closely as possible with current endorsements. **Applications will be received and evaluated until July 1, 2008.**
- Individuals who were previously certified as an administrator in another state will be eligible for a Michigan school administrator certificate when presenting evidence an out-of-state certification based on the completion of an approved preparation program.

Administrator Certification

- Individuals who have completed an administrator preparation program at a Michigan institution during the time period 1996 through 2006 must work through the university to be recommended for certification.
- **Recommendations will be received until July 1, 2008.**
- Individuals who are currently completing an approved administrator preparation program may be recommended for certification by the university.

Administrator Certification

- Individuals who have not completed an administrator preparation program or not previously certified as an administrator in Michigan or another state may not obtain a Michigan school administrator certificate.
- The school administrator certificate is voluntary and not required for employment as a school administrator in Michigan.

Administrator Eligibility for Employment

- Administrators are required to meet the following continuing education requirement to be eligible for employment by a school district:
 - During the 5 years following the initial date of hire have completed 6 semester credits relevant to the assignment at a post-secondary institution of higher education
 - Completed 18 State Board Continuing Education Units (SB-CEUs) or a combination of semester credits and SB-CEUs
 - **Administrators holding a valid school administrator certificate or a valid professional education teaching certificate are considered to have met this requirement.**
 - The statute does not authorize exceptions to the requirement.

School Safety Legislation

- Section 380.1230 of the Michigan School Code has been recently amended to protect students in all Michigan schools; public, nonpublic and private, by requiring that all school employees, both new and veteran, undergo a criminal history check.
- School employees must submit to a digital fingerprint scan by July 1, 2008. Check the MDE web site: www.michigan.gov/teachercert for a listing of the locations where fingerprinting can be completed.

School Safety Legislation

- All school employees who are under are regularly and continuously employed must be fingerprinted along with all contracted employees who work in food services, custodial or transportation position. Individuals who work sporadically or intermittently need not be fingerprinted. The districts are advised to seek legal counsel should a question of who must be fingerprinted arises.

School Safety Legislation

- The legislation does permit the sharing of criminal background check results if the individual is making application to multiple districts during the same time period, or when an employee has moved from one district to a new district with no interruption of service .
- Once the individual has been identified as a school employee any subsequent arrests, arraignments, or convictions will be reported to the MDE by the Michigan State Police Criminal Justice Information Center.

School Safety Legislation

- Any questions or concerns regarding the criminal history background checks should be directed to the Michigan State Police Criminal Justice Information Center by telephoning the following number: 517-322-5531. A record challenge should be directed to the same agency.

School Safety Legislation

- The legislation requires the MDE to collaborate with the State Police to compare the data submitted to the Registry of Educational Personnel to the Criminal History Records. Where matches occurred the information is disseminated to the school employers by the MDE. This process will occur twice each year through July 1, 2008.

School Safety Legislation

- If a school employee has been convicted of a “listed” offense (a conviction requiring the name of the individual to be listed on the Sex Offenders Registry), the employee must immediately be dismissed and may not work for a school setting in any capacity.

School Safety Legislation

- If a school employee has been convicted of a felony, then the superintendent and the school board must agree in writing to continue the employment of the individual. If the school employee has been convicted of a misdemeanor, then the school will be notified by MDE but no action is required. However, the school may chose to institute a policy regarding misdemeanor convictions by employees.

School Safety Legislation

- Schools are now required to report to the MDE the status of school employees who have been identified as having a felony conviction. Schools are asked to use the rosters provided by the MDE to report status back to the department.

School Safety Legislation

- All school employees are now required to report all felony and/or misdemeanor arraignments and convictions to both the employer and the MDE within three (3) business days or be guilty of an additional felony or misdemeanor. The employing school continues to be required to report all convictions to the MDE as the employer is made aware.

School Safety Legislation

- The legislation defines which convictions may be obtained by the public under a Freedom of Information request. Certain convictions require the release of personal identifying information along with the specific crime, these are: any felony conviction and misdemeanor convictions involving physical abuse or sexual abuse. Other misdemeanor conviction lists may be released without personal identifying information included. Schools are advised to seek legal counsel to address specific concerns regarding the FOIA.

Revocation and Suspension of Teaching Certificates

- The Michigan School Code, Section 380.1535(a) gives authority to the Superintendent of Public Instruction to suspend or revoke a teaching certificate when a conviction for a felony or certain enumerated misdemeanors can be shown to have an adverse effect on the person's present fitness to teach in an elementary or secondary school.

Revocation and Suspension of Teaching Certificates

- Certain offenses are deemed serious enough to warrant the summary suspension of a certificate. In the case of a summary suspension, the school employer will be notified by the MDE that the teacher is no longer eligible to be assigned to a classroom pending the resolution of the hearing.
- A teacher may request an informal hearing to discuss the nature of the conviction and may also request a formal hearing regarding the certificate revocation or suspension.

Revocation and Suspension of Teaching Certificates

- The revocation or suspension hearing is an action by the MDE against an individual's teaching certificate (a property right).
- The action by the superintendent and the school board to continue employment is an employer decision.
- Action by the Tenure Commission involves both the employee and the employer and is independent of the two processes described above.

Unprofessional Conduct Disclosure

- Schools are required to obtain a disclosure of unprofessional conduct statement for all new employees. All new employees must sign a statement releasing the previous employer from liability for disclosing past unprofessional conduct.

State Board Continuing Education Units (SB-CEU's)

- Holders of the following certificates are eligible to use SB-CEUs for certificate renewal:
 - The Professional Education Certificate
 - The Occupational Education Certificate
 - The School Guidance Counselor Certificate/License
 - The School Psychologist Certificate
 - Administrators meeting continuing education requirements

SB-CEU's

- These certificates/licenses are renewable every 5 years.
- SB-CEUs may not be used as a substitute for semester credits when the teacher is advancing from an initial certificate. Only earned semester credits will meet that requirement.
- A complete listing of approved SB-CEU programs can be found at: www.solutionwhere.com/misbceu. The listings are updated daily. Contact the sponsor for registration information

SB-CEU's

- What are SB-CEUs?
 - State Board recognized, pre-approved inservice, workshop, training or conference to award units.
 - Generic SB-CEUs may not be used for certificate renewal.
 - The MDE does recognize certificates of completion issued by the US DOE sanctioned Teacher-to-Teacher online training programs for equivalent SB-CEUs.

SB-CEU's

- Professional Activities Eligible for SB-CEUs:
 - Mentor Teacher (3 SB-CEUs per semester)
 - Supervising Teacher (3 SB-CEUs per semester)
 - Supervising School Psychologist (3 SB-CEUs per semester)
 - School Improvement Team (1 SB-CEU per year)
 - New Administrator Mentor (1 SB-CEU per year)
 - Completion NBPTS portfolio (9 SB-CEUs)
 - Acting as an NBPTS assessor (9 SB-CEUs)
 - Out-of-state training as arranged for prior to experience.