



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: August 5, 2021

TO: Local and Intermediate School District Superintendents
Public School Academy Directors

FROM: Delsa D. Chapman, Ed.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: Annual Certification Reminder and Requirements

The Michigan Department of Education (MDE) is reminding administrators and human resources staff in local education agencies (LEAs), both traditional public school districts and public school academies (PSAs), to begin the annual review of educator credential expiration dates. Educators with a certificate expiration date of June 30, 2022, should log into the [Michigan Online Educator Certification System](#) (MOECS) and begin updating their account information.

It is an *educator's* responsibility to maintain valid Michigan certification for employment. It is an *employer's* responsibility to verify and ensure certificate validity before placing an educator in an assignment.

When a certified individual is not available, employers may obtain a valid substitute permit, approval, or authorization in MOECS that allows an individual to be placed in an assignment that meets staffing needs for the LEA. These [flexibility options](#) are available each year on July 1 for the upcoming academic year. Certificates from other states cannot be used in lieu of a valid Michigan certification.

Assignments that require a valid certificate, permit, or authorization prior to the first day of placement include teachers, school social workers, school counselors, school psychologists, school librarians (library media), many of the [special education assignments](#) specified in the Michigan Administrative Rules for Special Education (MARSE), and specific school administrators, including those individuals [administering instructional programs](#).

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Educators with an expiring certificate should begin to [apply for renewal or recertification](#) in early January of the year of June 30 expiration. Please take special note of the [requirements for district-provided professional development](#) and the specific requirements for [school counselors](#).

For MDE to provide the highest level of customer support, we ask you to encourage your educators to apply as early as possible and ensure they complete the process. This will help educators avoid lapses in certification, which can result in costly state aid deductions for LEAs. In accordance with state statute, [MCL 380.1532](#), a certificate must be printed, notarized, and on file in the LEA's office.

For additional information, please contact the Office of Educator Excellence at MDE-EducatorHelp@Michigan.gov or 517-241-5000.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors