



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


RICK SNYDER
GOVERNOR

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STATE SUPERINTENDENT

MEMORANDUM

DATE: December 7, 2017

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

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: Recertification Reminder

Michigan Administrative Rule [R 390.1121](#) indicates that educator certificates expire on June 30 of the expiration year. Educators can begin applying for renewal on January 1 of the expiration year and should begin preparing application materials now. **Educators do not lose time on a certificate by applying before it expires.**

To expedite the renewal process, the Michigan Department of Education (MDE) is reminding local district human resource staff and administration to begin the annual review of staff certificate expiration dates. Staff members with a certificate expiration date of June 30, 2018 should be encouraged to log-into the [Michigan Online Educator Certification System](#) (MOECS) and begin updating account information.

The MOECS will help educators organize [education-related professional learning](#) and ensure requirements are met for certificate renewal or progression. Although educators **cannot** renew until after January 1, 2018, the next few weeks can be used to:

- Locate and test log-in information
- Reset passwords
- Update personal contact information
- Log District Provided Professional Development (DPPD) hours and print forms
- Obtain signatures on printed DPPD forms from administrator(s)
- Review State Continuing Education Clock Hours (SCECHs) and complete evaluations
- Obtain official college/university transcripts

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Although it is not a requirement that educators begin this process early, it is important to know that the Office of Professional Preparation Services (OPPS) at the MDE can receive up to 40,000 calls during the peak renewal period.

In order for us to provide the highest level of customer support, and help educators avoid lapses in certification, which can result in costly state aid deductions for the district, we are asking you to encourage your educators to apply as early as possible, and ensure they successfully complete the process. As a reminder, a certificate must be printed, notarized, and on file in the district office in accordance with MCL 380.1532.

For additional information, please contact the Office of Professional Preparation at MOECSSupport@michigan.gov or 517-373-3310.

cc: Michigan Education Alliance