

Checklist for renewing your professional education, occupational education or school psychologist certificate:

- ✓ Know the expiration date of your current certificate
- ✓ Within the five-year period before the renewal, you have completed:
 - 1.) Six semester hours of appropriate credit from an accredited Michigan higher education institution (including accredited community colleges) or regionally accredited out-of-state college or university;
OR
 - 2.) 18 SB-CEUs from activities whose content was related to your teaching subject;
OR
 - 3.) A combination of these two.
- ✓ Obtain an application form from your superintendents' office, MEA, or the Michigan Department of Education.
- ✓ Between April 1 and June 30 of the year your certificate expires, apply for certificate renewal by sending your application to the Michigan Department of Education and remitting the fee, as per the instructions on the application.

(FYI: Transcripts are only necessary for audit purposes upon request of the Michigan Department of Education's Office of Professional Preparation Services.)

RESOURCES

Michigan Department of Education
Office of Professional Preparation Services
517/373-3310
<http://www.mde.state.mi.us/off/ppc/>

Michigan Education Association
Professional Development/Human Rights Department
800/292-1934, extension 6213
www.mea.org

Provided as a service of the Professional Development/Human Rights Department of the Michigan Education Association.



Michigan Education Association

P.O. Box 2573, East Lansing, MI 48826-2573
517/332-6551 or 800/292-1934
www.mea.org

The mission of the MEA is to ensure that the education of our students and the working environment of our members are of the highest quality.

3/2000
ASO MEA

Renewing Your Advanced Level Teaching Certificate



Jointly developed by:
Michigan Education Association's Professional Development/
Human Rights Department
and the
Michigan Department of Education's Office of Professional
Preparation Services.



What comes after the initial issuance of the Professional Education Certificate, Occupational Education Certificate or School Psychologist Certificate?

Any of these three advanced level certificates is valid for up to five years and must be renewed by the completion of six semester hours of appropriate credit from an accredited Michigan higher education institution (including accredited community colleges) or regionally accredited out-of-state college or university, or the equivalent in State Board Continuing Education Units (SB-CEUs), or a combination of the two. See the table below.

Number of Semester Hours Completed	Balance Needed in SB-CEUs
6 hrs.	0 SB-CEUs
5	3
4	6
3	9
2	12
1	15
0	18

What is meant by “appropriate credit”?

Appropriate credit means that the content of the offering is in some way related to your teaching assignment area.

May semester hour credits be taken as pass/fail?

Yes. However, credit certificate renewal is granted only for receiving a “pass”.

What is the equivalent of six semester hours in SB-CEUs?

Six semester hours equal 18 SB-CEUs; three SB-CEUs are equivalent to one semester credit hour.

What are SB-CEUs?

State Board Continuing Education Units (SB-CEUs) are State Board approved inservice, workshop, training or conference credits that are used for the renewal of selected certificates issued by the Michigan Department of Education (MDE). SB-CEUs are calculated by dividing the total number of contact or instructional hours by the number ten. Thus, an eight-hour session would be eligible to receive eight-tenths (.8) of a SB-CEU.

What is the significance of SB-CEUs?

Only state approved SB-CEU training counts toward certificate renewal. Generic CEUs cannot be used toward renewal of a Michigan Teacher Certificate (Professional Education or Occupational Education Certificate) or Michigan School Psychologist Certificate, unless the training is sponsored by an authorized provider of the International Association for Continuing Education and Training.

Who can offer SB-CEUs?

Only approved sponsors may apply to the Michigan Department of Education for authorization to offer training and/or conferences for SB-CEUs. An approved sponsor may be in any one of the following six categories:

1. Michigan accredited colleges and universities
2. Michigan institutions approved by the State Board of Education to prepare Michigan teachers
3. Michigan accredited community colleges
4. The Michigan Department of Education
5. Michigan school districts (both local and intermediate) as well as private schools
6. Local, state, and national (with state or local chapter) professional education organizations

Who maintains the SB-CEU records?

Both the approved SB-CEU sponsor and the individual are responsible for record keeping. The sponsors are required to collect and maintain records of all eligible participants who request SB-CEU credit. Participants are responsible for maintaining certificates of completion for all SB-CEU programs for which credit was granted. If the participant loses the certificate of completion for a given program, it is his/her responsibility to remember which sponsor coordinated the training so the participant can request from the sponsor a copy of his/her transcript.

What activities are eligible to receive SB-CEU credit?

- Traditional Workshops
- Seminars
- Conferences
- Serving as a Mentor Teacher
- Serving as a Supervising Teacher
- Serving on a State Board Appointed Advisory Committee
- Serving on a School or School District, School Improvement Team
- Participating on an Accreditation Review and Site Visit Team

- Completing the Portfolio Component of the National Board for Professional Teaching Standards (9 SB-CEUs)
- Completing the certification process and being awarded certification from the National Board for Professional Teaching Standards (9 SB-CEUs)
- Serving as a Supervising School Psychologist

What is the application process for renewing an advanced level certificate?

Renewal applications for the advanced level certificates are available in local superintendent offices or the Michigan Department of Education Office of Professional Preparation Services. Applications, must be returned to the Michigan Department of Education. (Transcripts are only necessary for audit purposes upon request by the Michigan Department of Education’s Office of Professional Preparation Services.)

(Note: Make sure the application form is valid.)

Is the advanced certificate valid for five years from the day of issuance?

Certificates expire on June 30th of the given year. The expiration year of the Professional Education Certificate and the Occupational Education Certificate shall be determined as follows:

- a.) Certificates issued through March 31 shall expire five years from the preceding June 30.
- b.) Certificates issued beginning April 1 will expire five years from the following June 30.

May renewal credits be taken at any time?

Semester hours and/or SB-CEUs for renewal purposes, must be completed after the issuance of the certificate which is being renewed, and within a five-year period before application for the renewal.