

# Renewing Your Advanced Level Teaching Certificate

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

## What comes after the initial issuance of the Professional Education Certificate, Occupational Education Certificate, School Psychologist Certificate, School Counselor License...

Any of these four 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 institute (including accredited community colleges) or an out-of-state college or university with a state approved teacher preparation program 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 credit be taken as pass/fail?

Yes. However, certificate renewal credit 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 in-service, 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), School Counselor License, 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, at least 30 days prior to the event, 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

A list of professional development programs and activities approved for SB-CEU credit is available online at [www.solutionwhere.com/mi\\_sbceu/main.asp](http://www.solutionwhere.com/mi_sbceu/main.asp).

## 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 prior to January 1, 2010. 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.

All SB-CEUs for which credit was granted after January 1, 2010, are housed in the Secure Central Registry. You can create or review your account, access and complete an evaluation, and view awarded SB-CEUs on an Unofficial Transcript online at [www.solutionwhere.com/mi\\_sbceu/welcome.asp](http://www.solutionwhere.com/mi_sbceu/welcome.asp).

*\*Renewal credits/SB-CEU's must be directly related to the School Psychologist practice.*

**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 Assessment Center portion of the National Board Certification process (9 SB-CEUs)
- Serving as a Supervising School Counselor/Psychologist in a required practicum/internship\*

For details on SB-CEU credit for these activities, noted by the asterisk (\*), contact the SB-CEU coordinator of your school district, if your school district is an approved SB-CEU sponsor, or the SB-CEU coordinator of the ISD (Intermediate School District) for your county.

NOTE: SB-CEUs may not be awarded retroactively.

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

The Michigan Department of Education now only accepts online applications for a teaching certificate through the Michigan Online Educator Certification System (MOECS). An applicant must first establish an account with the Michigan Education Information System ([www.michigan.gov/meis](http://www.michigan.gov/meis)) before accessing the MOECS at [www.michigan.gov/moecs](http://www.michigan.gov/moecs). Once the application has been completed the applicant may now pay the fee online using a credit card (VISA, MasterCard, or Discover). Fee payments are only accepted by using a credit card and e-checks may not be used. If you do not have a credit card you will need to obtain a pre-paid card to use during the application process. Please note that you only need to create a MEIS account once so be sure to remember your user name and password for future use.

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

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

1. Certificates issued on January 1 or later expire five years from June 30 of the year of issuance.
2. Certificates issued beginning July 1 expire five years from June 30 of that year.

**May renewal credit be taken at any time?**

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

**Checklist for renewing your professional education, occupational education, school psychologist certificate, school counselor license...**

- ✓ 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 an out-of-state college or university with a state approved teacher preparation program; **OR**
  2. 18 SB-CEUs from activities whose content was related to your teaching subject; **OR**
  3. A combination of these two.

*(FYI: Transcripts documenting the completion of semester hour credits/SB-CEUs are only necessary for audit purposes upon request of the Michigan Department of Education Office of Professional Preparation Services.)*

***Having an expired certificate will jeopardize employment and forfeits tenure rights.***

**RESOURCES**

Michigan Department of Education, Office of Professional Preparation Services  
Phone: 517/373-3310      website: <http://www.michigan.gov/teachercert>

Michigan Education Association, Professional Development/Human Rights Department  
Phone: 800/292-1934, extension 6213      website: <http://www.mea.org>

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