

<u>Note</u>: Effective 11/13/2017, the Standard Teaching Certificate replaces the Provisional Teaching Certificate and the Professional Teaching Certificate replaces the Professional Educational Certificate pursuant to Administrative Rule 390.1101.

<u>Note</u>: District Provided Professional Development (DPPD) **earned beginning July 1, 2020**, must be entered **by the district** into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Credit Hours (SCECHs). This process replaces the current individual educator entry and the requirement for districts to review and sign each educator's individual form.

As a registered SCECH Sponsor, RCS is required to adhere to the following when reporting participant attendance into MOECS:

- All participants MUST sign in and sign out at each professional learning event
- Participants must sign in using the name and PIC number associated with their MOECS account
- Participants must attend 100% of the contact hours to be eligible for credit (no partial credit)
- The MDE prohibits make-up sessions
- To receive the SCECH credit for DPPD, educators will need to complete the program evaluation surveys, which are automatically generated after the district uploads participation. Once the survey is completed, the educator will receive the SCECH credit for the DPPD program in their MOECS account.

<u>Note</u>: Educators will no longer be updating the status of their DPPD participation in KALPA. This will be done by the district as attendance documentation is received.

<u>Note</u>: District Provided Professional Development (DPPD) **earned prior to July 1, 2020**: Educators will continue to be responsible for entering DPPD that occurred prior to July 1, 2020 into their MOECS account. For further information, please reference the following Michigan Department of Education link: <u>MDE-New DPPD Reporting Process</u>

<u>Certificate Renewal</u> - The Standard Teaching Certificate / Professional Teaching Certificate is a five-year teaching certificate with unlimited renewals. Each renewal adds five years to the certificate's validity. A renewal can be requested any time after January 1 of the expiration year.

#### Requirements: (One of the following)

Standard Teaching Certificate	Professional Teaching Certificate
Education-related professional learning totaling 150	Education-related professional learning totaling 150
hours.	hours.
An education-related masters or higher degree earned at any time from a <u>regionally accredited college or university</u> (may be used one time to renew the Standard Teaching Certificate).	A valid out-of-state certificate, appropriate for K-12 education may be used one time.
A valid out-of-state certificate, appropriate for K-12 education may be used one time.	



#### Education-Related Professional Learning Options:

One of the following <u>education-related professional learning</u> options must be earned since the issue date of the most recent Standard Teaching Certificate or renewal, and they must be entered into <u>Michigan Online Educator Certification</u> <u>System</u> (MOECS) prior to applying for the renewal for the system to recognize your eligibility:

- 6 semester credit hours appropriate to the content and grade level of the certificate and endorsement from a regionally accredited college or university; or
- 6 semester hours in a planned course of study from a <u>regionally accredited college or university</u>; or

<u>Note</u>: Credits in a planned course of study may include credits taken as part of an education-related master's or higher degree or credits in a program that leads to an endorsement.

- 150 Michigan <u>State Continuing Education Clock Hours</u> (SCECHs) appropriate to the content and grade level of the certificate and endorsement; or
- 150 hours of Michigan <u>District Provided Professional Development</u> (DPPD) appropriate to the content and grade level of the certificate and endorsement.
- Any combination of the above. See below.

#### Education-Related Professional Learning Hour Conversion:

- College credit: 1 semester credit = 25 professional learning hours
- SCECH Hours: 1 SCECH hour = 1 professional learning hour
- DPPD Hours: 1 DPPD hour = 1 professional learning hour

#### Progressing to the Professional Teaching Certificate

Requirements Effective July 1, 2018

3 years of <u>successful teaching</u> since the issue date of the initial Standard Teaching Certificate, within the content areas and grade level of the Standard Teaching Certificate.

6 semester credit hours of <u>reading methods course work</u> for elementary teachers and 3 semester credit hours for secondary certified teachers. If you completed your teacher preparation program in Michigan since 1985, you have met this requirement.

3 semester credit hours of <u>reading diagnostics and remediation</u>, which includes a field experience. This credit can be applied toward the professional learning requirement listed below assuming the credit was earned after the issue date of the most recent certificate or renewal.

<u>Education-related professional learning</u> totaling 150 hours; or An education-related master's or higher degree earned at any time (even if previously utilized to renew the Standard Teaching Certificate) from a <u>regionally accredited college</u> or <u>university</u>.

Effectiveness ratings in accordance with MCL 380.1531j:

**a**. Consecutive: effective or highly effective ratings on your annual yearend performance evaluations for the 3 consecutive school years immediately preceding your application for a Professional Teaching Certificate; or

**b**. Nonconsecutive: effective or highly effective ratings on your annual year-end performance evaluation for at least 3 nonconsecutive school years prior to applying for the Professional Teaching Certificate, including:

i. An Effective Educator Recommendation form completed by the chief school administrator of the school where you are currently employed.



#### **RCS District Guidelines**

Although teachers complete many hours of professional learning during the course of the school year, beyond the PD days provided in the contract, it does not mean that these hours would count as DPPD. DPPD must be set aside or provided by the District and set forth in the Schedule E calendar of the REA contract.

Teachers who were on a leave of absence or worked part-time and did not attend at least 30 hours of DPPD each year during the renewal period, may need to use a combination of DPPD, College Credit and/or SCECHs to meet the required number of hours.

In order for a teacher to use DPPD for their certificate renewal, the teacher must have a DPPD Record for Certificate Renewal form for each school year. DPPD **earned prior to July 1, 2020,** is entered manually into <u>Michigan Online Educator</u> <u>Certification System</u> (MOECS), printed, and attached to the DPPD form. The form must be signed by the teacher's principal or district designee. Before signing the form the principal/designee must verify the following:

- 1. There is sufficient documentation of the DPPD activity in case it is needed for an audit.
- 2. The DPPD was appropriate to the grade level and content endorsement(s) of the teacher's certification.

<u>Note</u>: It is recommended that you complete this form every year, even if you are not renewing your certificate. Do not wait to the last minute to renew your certificate. This process takes a while to complete. You must apply for your certificate renewal prior to its expiration date.

<u>Note</u>: District Provided Professional Development (DPPD) **earned beginning July 1, 2020**, must be entered **by the district** into the Michigan Online Educator Certification System (MOECS) as State Continuing Education Credit Hours (SCECHs).



#### Printing Your DPPD Certificate Form

- Login to KALPA (<u>http://www.kalpapdms.com</u>) using the following criteria: District ID: 63260 Username: firstinitiallastname (i.e. jsmith) Password: last 4 of SSN
- 2. Click on the link for Professional Development Plan.
- 3. Click on the link for **Certificate Form**.

В	ulletin Board Pro	ofessional Development	Plan Registra	tion Documents	Profile	Contact	
	My PD Plan	My PD Schedule	My PD Goals				
	School Year: 2020-2021	•	Print Certifi	cate Form Summa	ary		Special Request

- 4. Click in the drop down arrow for **School Year**. Choose the year you wish to print.
- 5. Select the courses that you would like to submit toward certificate renewal. Click on Select All or hold down "Ctrl" key and select individual courses with your mouse. Courses MUST be approved for certificate renewal (DPPD) and have a status of Taken to appear on this list.

School Year 2020-2021		Select All	Go To Certifica	ate Form	View you	r survey responses	1
Date	Course Name	Location		Time	Hours	Applied To	Туре
8/26/2020	RCS - District PD/SCECH	Rochester Com	munity Schools	8:00AM-3:00PM	6.00	District Required	PD - Dis
8/27/2020	RCS - District PD/SCECH	Rochester Com	munity Schools	8:00AM-3:00PM	6.00	District Required	PD - Dis

- 6. Click on the Go to Certificate Form.
- 7. A new tab will open with your Certificate Form auto populated with your name, building, school district, and your DPPD list for the selected school year.
- 8. Print the form.
- 9. Sign and date the form.
- **10.** Have your principal or district designee sign the form.
- 11. Repeat steps 4-10 for each school year you need to print.

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Description         Tagging function           01         State 1         State 2	Certificat	reneval.	Email Address: dhil@rochester.k12.mi.us	20	117/18-ASPD- MART IFP and	M&T Lab, Admin.	7/26/2017	10.00AM	1.50	Virtual/Personal	Technology
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terrange to the form and t	itep 1:	Enter each activity in MOBCS, using the "View Professional Learning" tab.							Sum : 22.50		
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Note: This form is for your records only. It does not need to be sent anywhere. Keep it in a place you will remember. This is your backup in case you get audited. You will need the information you printed to enter the 150 professional learning hours at the MOECS site when you apply for your certificate renewal.



#### **Entering Your Professional Learning Hours**

1. Login to Michigan Online Educator Certification System (MOECS) website



(www.mi.gov/moecs). Your username is the first 6 letters of your last name followed by the first two letters of your first name. Your password is whatever you assigned it to be. Click on **Login Assistance** if you have never been on the site to create a new account, or if you don't remember your account information.

#### Password Requirements:

- Password length must have a minimum of 8
- Password must be not based on the user's
- Last 10 previous passwords cannot be reused.
- Password cannot be changed more than once
- Password must meet 3 out of the following 4
  - 1) at least 1 upper case character
  - 2) at least 1 lower case character
  - 3) at least 1 numerical character
  - 4) at least 1 special character
- 2. Update or Confirm your Personal Information.
- 3. Click on the link for View Professional Learning.

MOECS Login * = Required *Login Name:	characters. account name.
Login Name is required. *Password: Password is required. Log In Login Assistance	within a day. criteria:

Education-Related Professional Learning / College Credits Personal Information College Credits **College Credits** District Uploaded PD Effectiveness Ratings DPPD Earned Totals and SCECHs Prior to July 01, 2020 Apply or Renew Message(s) You do not have any college credit data. You may click on the Add button to create college credit record. Add Endorsements **Print Certificate** View Certificates Add View Professiona Only add college credits to your record if you completed additional coursework to meet recertification requirements. Each recertification period Learning requires 150 hours of Education-Related Professional Learning. Forms **Payment Vouchers** 1. On the College Credits tab, click Professional Learning / College Credits / College Credit Details بليل والمام ال .....

College Credit Details		on the <b>Add</b> button. Fill in all of the
( * = Required )		required fields.
* Course Number		
* Course Title		2. Click on Save.
* Semester Credit Hours	0 *	
* Name of the College/University		<b>Note</b> . One semester credit equates
* Date Completed		to 25 professional learning hours
	Save Back	

#### College Credits

Home



1. Click on the tab for **District Uploaded PD and SCECHs**. All SCECHs that you have attended will automatically appear here from the SCECH Coordinator.

Education-Related Professional Learning / District Upload	ed PD and SCECHs	
State-Continuing Education Clock Hours (SCECHs)		
College Credits District Uploaded PD and SCECHs	DPPD Earned Prior to July 01, 2020	Totals
Participant Name:		
Participant Address:		
You must complete an evaluation for each offering to be awarde	d SCECHs and to have the offe	erings display on this transcript.
Click on Access Evaluations Due to complete any outstanding e	valuations.	
Accept Uploaded Records Access Evaluations Due		
Filter By: (Optional)		
Start Date: End Date:	Search Clear Search	

2. If applicable, click on **Access Evaluations Due** to complete any outstanding evaluations. SCECHs will not appear on this transcript without a completed evaluation.

#### DPPD Earned Prior to July 01, 2020

1. Click on the tab for DPPD Earned Prior to July 01, 2020.

Education-Related Professional Learning / DPPD Earned Prior to July 01, 2020							
College Credits         District Uploaded PD and SCECHs         DPPD Earned         Totals							
			-		Page Size: 10 🗸		
	Activity Title	School District	Date	Hours Engaged	School Year		
$\bigcirc$	RCS - District PD	Rochester Community School District	03/13/2020	5.00	2019-2020		
0	RCS - District PD	Rochester Community School District	03/10/2020	5.00	2019-2020		
0	RCS - District PD	Rochester Community School District	03/06/2020	3.00	2019-2020		
0	District Provided PD - Hart	Rochester Community School District	01/14/2020	1.00	2019-2020		
0	RCS - District PD	Rochester Community School District	12/13/2019	3.00	2019-2020		
0	District Provided PD - Hart	Rochester Community School District	12/10/2019	1.00	2019-2020		
0	District Provided PD - Hart	Rochester Community School District	11/05/2019	1.00	2019-2020		
0	RCS - District PD	Rochester Community School District	11/05/2019	3.00	2019-2020		
0	RCS - District PD	Rochester Community School District	11/04/2019	6.00	2019-2020		
0	District Provided PD - Hart	Rochester Community School District	10/11/2019	1.00	2019-2020		
			•		1 <u>2 3 4 5 Last</u>		
		Add Edit Delete					



<u>Note</u>: All DPPD that you have added to the MOECS site previously will appear here.

# To enter DPPD earned prior to July 1, 2020, click on Add.

 Using the Certification Form you printed from KALPA, fill in all of the required fields.
 Click on Save.

<u>Note</u>: When choosing a selection from the Professional Development Category, use your best judgement as to which category to choose. When filling out the Activity Title field, use the course name listed on the Certification Form. Activities must be descriptive. Generic entries, e.g., staff meeting, district PD, PLC (with no description), etc., will be rejected. Before you submit your application your principal or district designee must sign the required form and initial your list of logged DPPD hours.

5. Repeat steps 2-4.



#### <u>Totals</u>

1. Click the **Totals** tab to view the professional learning you have earned toward your renewal.



- 2. Choose the appropriate selections from the drop down arrows for Certificate Category and Certificate Type.
- 3. Scroll to the bottom of the **Totals** page to verify the hours entered for professional learning. Teachers need a total of 150 professional learning hours to renew their teaching certificate. A renewal can be requested any time after January 1 of the expiration year.

#### Renewing your Standard or Professional Certificate

1. Click on the link for Apply or Renew.

Home	Apply Certificate						
	Are you renewing your Michigan Certificate? Be sure to enter the professional learning you completed prior to beginning the application. Click "View						
Personal Information	Professional Learning" in the left navigation menu.						
Effectiveness Ratings	Ready to apply? Choose the type of certificate from the drop down menu.						
Apply or Renew	The confirmation message you receive upon submission of your application will inform you of the documentation required to process your application. For further clarification please review the <u>Criteria for Accurate Teacher Certificate Application Documentation</u> .						
Add Endorsements	(* = Required )						
Print Certificate	* Certificate Type Teaching Certificate or Renewal of Teaching Certificate						
View Certificates	Арріу						
View Professional Learning							
Forms							
Payment Vouchers							

- 2. Choose the appropriate selection from the drop down arrow for Certificate Type.
- 3. Click on **Apply**.





### Certificate Renewal

- 6. Verify your personal information.
- 7. Click on Next.

#### MARYGROVE COLLEGE Bachelors Program : Secondary Have you ever accepted responsibility in a civil infraction (excluding speeding tickets) or been convicted of (or pled no contest to) a misdemeanor or felony? Have you had a teaching, school counselor, school psychologist, or school administrator certificate /oked? Is there currently action pending against your teaching, school counselor, school psychologist, or school administrator certificate Have you ever surrendered or nullified a teaching, school counselor, school psychologist, or school administrator certificate? No Endorsement List Endorsement Grade Level Major/N **MATHEMATIC** BIOLOGY(DA) 6-12 SCIENCE(DX

Based on the answers provided in this application you are applying for the Professional Teaching Certificate Renewal

Click Next to continue.





confirmation message indicating your application has been successfully submitted. Click on the **Home** link to pay your renewal feel. Home
Personal Information
Effectiveness Ratings
Apply or Renew
Add Endorsements
Print Certificate
View Certificates
View Certificates
View Professional
Certificates
Forms

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Your application reference number is : To pay your fee, please click on the "Home" button on the left side of the screen and then click on "Pay fee." Also an e-mail containing a link to pay your fee has been sent to the e-mail address that you provided in your demographic information.

Apply For Teaching Certificate - Step 1

#### Progressing from the Standard to the Professional Teaching Certificate

 Follow the steps as outlined above for <u>Renewing your</u> <u>Standard or Professional Certificate</u>. After you click on **Apply** in Step 3, you will be asked if you have at least three years of successful teaching experience since your Michigan Standard Teaching Certificate was issued and if you have earned an endorsement in Reading or Reading Specialist. Answer the questions appropriately and click on **Next**.



2. Click on **Next** again.



## Certificate Renewal

\* Do you also want to apply for Professional CTE Certificate/renewal?

Apply For Certificate

(\* = Required)

- After you verify your personal information in Step 6, you will be asked if you want to apply for Professional CTE Certificate/renewal Answer the question appropriately and click on Next.
- 4. Your confirmation message in Step 11 will remind you that your application has been successfully submitted but cannot be reviewed until the fee is paid and all application documents are received.

wal.	Back Next Cancel
У	
e As	Confirmation Message
onal Information	CongratulationsI Your application for a <b>Professional Teaching Certificate</b> has been successfully submitted to the Michigan Department of Education.
ctiveness Ratings	Your application number is:
y or Renew	Your application cannot be reviewed until the fee is paid and all application documents are received. Click the "Home" button on the left navigation menu. From there you can:
Endorsements	Pay the non-refundable application fee – we also sent a link to the email address you provided in your personal information. Print the MOFCS generated cover letter by clicking the button labeled "Print Cover Letter" at the top of the screen
Certificate	The cover letter provides a list of the required application documents and must accompany those you personally send for review. The mailing address is located at the bottom of the cover letter.
Certificates	<ul> <li>A cover letter is not needed for documents sent on your behalf, e.g., transcripts sent directly from a college/university.</li> </ul>

5. Follow the steps as outlined below for Pay Fee and for Cover Letter and Forms.

Pay Fee - The current application/renewal fees are listed on the Michigan Department of Education website.

1. To pay your Pending Certificate Applications fee, click on the **Pay fee** link from the Home screen.

Pend	ending Certificate Applications							
	Application #	Certificate Type	Submitted On	Status				
231262 Professional Teaching Certificate Renewal 01/19/2018 Pending Paym								
	Delete Application							

- 2. Click on the **Pay Fee** button to pay the application processing fee. A new window should open. If the window does not open, you will have to unblock the pop up window on your web browser.
- 3. If applicable, click on **OK**.

	Bay Foot			
Home Personal Information Effectiveness Ration Apply or Renew Add Endorsements Print Certificate View Certificates View Certificates View Certificates	Pay Fees       Application #     231282       License Type     Professional Renewal       Approved Program Type     Secondary       Submitted On     0119/2018       Modified On     0119/2018       Fee Amount     \$160.00       Please click on the Pay Fee button below to pay the application processing       A new window should open once you click on the "Pay Fee" button. If the wy our web browser. If you are using Windows Intermer Explorer (IE) or Mozil	fee indow does not open, you will have to un-block the pop-up window on a Firefox, click on Tools and select 'internet options' or 'options'.	iltQT090 Il.gov The folic page: ♪ https ● Alw Cor	Dowing pop-ups were blocked on this ://mdoe.state.mi.us/moecs/WindowRedirect.aspx rays allow pop-ups from https://mdoe.state.mi.us ntinue blocking pop-ups
Forms Payment Vouchers			Manag	e Done
4. 5. 6. 7.	In Chrome, click on the pop up blocker icon. Select <b>Always allow</b> <b>pop-ups from</b> <u>https://mdoe.state.mi.us</u> . Click on <b>Done</b> . Click on <b>Pay Fee</b> . Click on <b>Next</b> . Fill in the required information. Click on <b>Next</b> .	Payment Method Michigan Department of Education Michigan Online Educator Certi Welcome to the CEPAS Credit Card Processing Payment Module for This process is being used as a secure means of processing cred Payment may be made with a valid Visa, MasterCard, or Discowe To begin the payment process, click on "NEXT" in the box belaw. To begin the payment process, click on "NEXT" in the box belaw. To begin the payment process, click on "NEXT" in the box belaw. To begin the payment process, click on "NEXT" in the box belaw. To begin the payment process, click on "NEXT" in the box belaw. To begin the payment process, click on "NEXT" in the box belaw.	CONTRACTOR	* Indicator regulated Rad  Billing Address  Use Business Nara  * "First Names NL1 * Last Names Nu1 * Last Names Stroke Line 20 Strake Line 20
8.	Click on <b>Pav Now</b> .		Payment Confirmation	
Note: Yo has beer records,	you will receive a confirmation wind n successfully submitted. Print the if needed.	Your paym Application Reference Number: Confirmation Number: Paid Amount: Paid Date: To download the certificate, you need to I side of the screen Please note:	In the second se	

Print Close

Ves 🖲 No



### **Certificate Renewal**

#### Cover Letter and Forms

### <u>Note</u>: This section <u>only</u> applies if you are progressing from the Standard to the Professional Teaching

Certificate. Your **Pending Certificate Applications** appear at the bottom of your **Home** page.

- From the Home screen, click on the link for Print Cover Letter. The Cover Letter provides a list of the required application documents and must accompany those you personally send for review. The mailing address is located at the bottom of the cover letter.
- 2. Click on the **Forms** link.
- 3. Download and print the forms as indicated on your cover letter.
- 4. Once the Michigan Department of Education approves your documentation, you will be able to print your Professional Teaching Certificate.

Home CS	E- Home Page								
Personal Information	I Want to								
Effectiveness Ratings	Apply Renew	Add College Credits Add DPPD	Print Cover Letter						
Apply or Renew									
Add Endorsements	Add Endorsements	Complete SCECH Evaluations	Print Certificate						
Print Certificate	I Want to See My								
View Certificates									
View Professional Learning	PIC Effectiveness Ratings Certificate Out of State Evaluation Report								
Forms									
Payment Vouchers	Help								
	Certification Guidance Documents								
<u> </u>	Pending Certificate Applications								
	Application # Certificate	Туре	Submitted On	Status					
	230985 Professiona	I Teaching Certificate	01/17/2018	Waiting for Documents					
	Note : Click on the application # hyperlink to view the application details, to print the application summary and to print the cover letter (for out-of- state applications).								

Download Forms

#### Home Personal Information Effectiveness Ratings Apply or Renew Add Endorsements Print Certificate View Certificates View Professional Learning Forms Payment Vouchers

School Counselor - Work Experience School Psychologist - Work Experience Teaching - Work Experience Teaching - Reading & Diagnostic Career and Technical Education - Work Experience School Nurse - Work Experience District Provided Professional Development For Certificate Renewal Administrator Experience-Based Verification Form

You can download the Adobe PDF reader from the below link <u>Download Adobe PDF reader</u>.



#### Printing Your Certificate

1. Click on the link for **Print Certificate**.

Home	Print Certificate							
		Certificate #	Certificate Type	Status	IssueDate	Expiration Date		
Personal Information	۲	IF000000234143	Professional Teaching Certificate Renewal	Valid	04/12/2017	06/30/2022		
Effectiveness Ratings	$\bigcirc$	IF000000234143	Professional Teaching Certificate Renewal	Expired	06/03/2012	06/30/2017		
Apply or Renew	$\bigcirc$	IF000000234143	Professional Teaching Certificate	Expired	06/11/2007	06/30/2012		
Add Endorcomente	$\bigcirc$	IF0000000152255	Standard Teaching Certificate Renewal	Expired	07/01/2005	06/30/2008		
Aud Endorsements	$\bigcirc$	IF0000000152255	Standard Teaching Certificate	Expired	07/26/1999	06/30/2005		
Print Certificate			Print Certificate		·			
View Certificates								
View Professional Learning								
Forms								
Payment Vouchers								

- 2. Select the certificate you wish to print.
- 3. Click on Print Certificate.
- 4. Print the PDF file.



Note: You will need to physically take your printed **unsigned** certificate renewal to HR. You will sign it and HR will sign and then notarize it for you. It is important to be sure all signatures are in the correct spots.

<u>Note</u>: Additional <u>Certification Guidance Documents</u> can be found on the Michigan Department of Education website.