



MARYGROVE COLLEGE

8425 West McNichols Road • Detroit, Michigan 48221-2599

www.marygrove.edu

TEACHER RE-CERTIFICATION

Thank you for contacting the Marygrove Office of Teacher Certification for assistance with your teacher re-certification. We can recommend you for this based upon proof that you have met the appropriate requirements:

- Complete the enclosed **Certification Worksheet** (both sides) and return it to my office.

PROVISIONAL RENEWAL¹:

- Internally, I will check Marygrove's database to confirm that you have successfully passed the required classes. The first provisional renewal (for three years) requires **9 credit hours completed in an 18-hour planned program/approved master's program**; the second provisional renewal (for an additional three years) requires completion of **18 hours in your planned program/approved master's program**.

PROFESSIONAL CERTIFICATE²:

- Confirmation of **three years of satisfactory teaching experience** within the parameters and since the granting of your provisional certificate. Verify this by returning to me the enclosed form letter signed by your superintendent or his designee with specific subject and grade indications as well as inclusive dates.
- Completion of 18 credit hours in a planned program of study/approved master's program done at Marygrove College. **I will confirm this internally here at Marygrove.**
- Fulfillment of *both* reading methodology requirements :
 - 1) 6 hours (for elementary) or 3 hours (for secondary) of reading methodology taken at any time during your college-level preparation; and
 - 2) after July 1, 2009, 3 credits completed in a state approved reading diagnostic class. Check this website for a list of the state approved classes:
http://www.michigan.gov/documents/mde/PA_118_Web_chart_2_4_11_344767_7.pdf.

Once *all* the information has been provided, you should go to www.michigan.gov/moecs to set up your MEIS account and follow the link to the MOECS system to input your demographics and request your re-certification through Marygrove College. Once I have recommended you through this system, you will quickly receive an electronic bill.

If you have further questions, feel free to email me at gmcfedries@marygrove.edu or call me at 313-927-1457 (preferred).

GALE MCFEDRIES
TEACHER CERTIFICATION OFFICER

gmcfedries@marygrove.edu

FAX 313-927-1521 OR 1228

- 1 Each renewal is for three years
- 2 The professional certificate is valid for 5 years; renewal of a professional certificate is done directly through the Michigan Department of Education.

MARYGROVE COLLEGE EDUCATION DEPARTMENT

COMPLETE & RETURN BOTH PAGES OF THIS *CERTIFICATION WORKSHEET*

THE TEACHER CERTIFICATION OFFICER
Marygrove College, 8425 W. McNichols, Detroit, MI 48221

DIRECT FAX 313-927-1521 or 1228
EMAIL (*PREFERRED*) gmcfdries@marygrove.edu

Name _____ Date of Birth _____
(Last, First, Mdn Name for married ladies)
SS No. XXX-XX-_____ Student ID # _____

E-Mail Address (*Preferred Communication*) _____
Phone Contact _____

CHECK SHEET : Indicate desired level

_____ ELEMENTARY _____ SECONDARY

_____ FIRST PROVISIONAL RENEWAL - for 3 years
(COMPLETION OF 9 HOURS IN 18-HOUR PLANNED PROGRAM or
MASTER'S DEGREE PROGRAM)

_____ SECOND PROVISIONAL RENEWAL - for 3 years
(COMPLETION OF 18-HOURS IN PLANNED PROGRAM or MASTER'S
DEGREE PROGRAM)

_____ PROFESSIONAL CERTIFICATE - for 5 years
(MINIMUM 18 HOURS IN PLANNED PROGRAM OF STUDY or MASTER'S
DEGREE PROGRAM + 3 YEARS TEACHING EXPERIENCE + BOTH READING
METHODOLOGY REQUIREMENTS)¹

_____ OTHER (Occupational Certificate, Administrator Certificate, Endorsement)

¹READING METHODOLOGY REQUIREMENTS

When submitting your documents for recertification, please include a photocopy of your transcripts with both required reading methodology credits highlighted.

Elementary: 6 credits (normally done during initial teacher preparation program)
 + 3 credits (MI state-approved class).

Secondary: 3 credits (normally done during initial teacher preparation program)
 + 3 credits (MI state approved class).

If you wish credit from outside Marygrove recognized (maximum 6 hours) , be sure to send a photocopy of the transcript to the Teacher Certification Officer.

IMPORTANT—COMPLETE OTHER SIDE

**MARYGROVE EDUCATION UNIT
TEACHER CERTIFICATION**

**Compliance Report—Public Act 289
Senate Enrolled Bill 679
Section 1535A**

The State of Michigan Department of Education, in compliance with the above stated public act, requires the following information from any person requesting re-certification.

Have you ever been convicted of a felony or a misdemeanor?

YES

NO

If **YES**, you must submit a copy of the court documents (Judgment of Sentence) in order for your recommendation to be processed through the MOECS system. Note: **No 90-day letter of eligibility** may be issued to candidate who answers **YES**.

SIGNATURE _____

PRINTED NAME _____

SOCIAL SECURITY NUMBER _____ DATE _____

FINALLY

Go to www.michigan.gov/moecs to

- A. Set up your MEIS account
- B. Follow the MOECS link to input your demographics and request re/certification through Marygrove College.

Please return to Gale McFedries, Teacher Certification Officer
Marygrove College -8425 W. McNichols-Detroit, MI 48221
FAX 313-927-1521 or 1228

Dear Superintendent of Schools or Designee:

CONFIRMATION OF TEACHING EXPERIENCE

The teacher named below holds a Michigan Provisional Teaching Certificate and is now requesting a Professional Certificate. According to the Michigan Code, if three complete school years of teaching within the validity of the Provisional certificate have been successful, s/he is entitled to the Professional Certificate. For this reason, we are asking you to complete this form so we may have the advantage of your judgement before we make our recommendation. Please return it to us as soon as possible.

This is to certify that _____ who taught under my
(Name + last four digits of social security number)
supervision from _____ to _____ * in grades _____ and
subjects _____ is now a candidate for the Professional

Teaching Certificate. My judgement is that this candidate rates:

_____ Satisfactory - I recommend this candidate for Professional certification.

_____ **Unsatisfactory – I do not recommend this candidate for Professional certification.

Comments/Reasons:

Date _____ Signed _____

Title and School _____

Please return to Gale McFedries, Teacher Certification Officer
FAX 313-927-1521 or 1228 -- gmcfedries@marygrove.edu

***If teacher held substitute position, please indicate number of days worked each year.**

****Please contact the Teacher Certification Officer directly at 313-927-1521 if this candidate's performance is unsatisfactory.**