ETC | ENVIRONMENTAL TESTING & CONSULTING

Lead Certification Renewal

READINESS CHECKLIST

MICHIGAN | 2027

FIRST: CONFIRM THIS DEADLINE APPLIES

Use this checklist only if the current card lists 03/31/27 as the “Training and Exam Due Date.”

1 Check each professional’s credential card

- [ ] Record the Training and Exam Due Date shown on each card.
- [ ] List every discipline each person must renew; requirements may differ by discipline.
- [ ] Track annual renewal separately. The annual renewal date and three-year due date are different.

2 Complete all four renewal requirements by the due date

- [ ] Submit the completed renewal application.
- [ ] Complete and pass required refresher training for each discipline.
- [ ] Pay all required renewal fees.
- [ ] Pass the state certification exam.

3 Assign the plan and track your team

Organization: _____

Renewal coordinator: _____

Internal completion target: _____

Use the attached tracker for up to 50 employees. Record completion dates in each column.

4 Plan before the renewal window gets crowded

- [ ] Set an internal completion target ahead of March 31, 2027.
- [ ] Schedule each required refresher and leave time for the state exam and paperwork.
- [ ] Assign someone to monitor each employee’s progress and keep completion records.

NEED TO TRAIN A GROUP?

ETC is holding lead refresher training now. Organizations with several employees to train can ask about bringing training to their location. Contact ETC to coordinate disciplines and timing.

VIEW CURRENT LEAD COURSE DATES

ETC Training Services Group | 734-955-6600

Planning aid only. Check each current card and Michigan’s official renewal guidance for your discipline.

Michigan guidance: michigan.gov/mileadsafe/professionals/workforce/certification-process-changes

Team Renewal Tracker

Employees 1-25 | Michigan lead certification renewal

Organization: _____ Coordinator: _____

Enter completion dates. Verify each card's Training and Exam Due Date before using this tracker.

EMPLOYEE	DISCIPLINE(S)	REFRESHER PASSED	STATE EXAM PASSED	APPLICATION SUBMITTED	FEES PAID	RENEWAL CONFIRMED
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Training and exam renewal is separate from annual renewal. Keep current cards and supporting records.

Team Renewal Tracker

Employees 26-50 | Michigan lead certification renewal

Organization: _____ Coordinator: _____

Enter completion dates. Verify each card's Training and Exam Due Date before using this tracker.

EMPLOYEE	DISCIPLINE(S)	REFRESHER PASSED	STATE EXAM PASSED	APPLICATION SUBMITTED	FEES PAID	RENEWAL CONFIRMED
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						

Training and exam renewal is separate from annual renewal. Keep current cards and supporting records.