

# Policy, Criteria, and Procedures for Early Childhood Special Education Permit

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Full Permit

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Michigan Department of Education  
Office of Special Education

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# Policy, Criteria, and Procedures for Early Childhood Special Education Permit

Early childhood special education teachers employed under a permit must meet the criteria below and in the *Michigan Administrative Rules for Special Education* (MARSE).

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## Policy and Criteria

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### Full Permit Policy and Criteria

**NOTE:** The Michigan Department of Education, Office of Special Education (MDE, OSE) may issue an Early Childhood Special Education Permit to a candidate when a properly certificated teacher is unavailable for a teaching assignment for children with disabilities or developmental delays, per R. 340.1795.

1. The candidate must possess a bachelor's degree or higher, including completion of 15 semester or equivalent hours of appropriate professional education credit.
2. The Early Childhood Special Education Permit is effective through June 30 of the school year for which it is issued and may not be transferred.
3. The permit may not be renewed for the same individual.

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## Michigan Education Information System (MEIS) Requirements

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The Michigan Department of Education, Office of Special Education (MDE, OSE) uses the Michigan Online Educator Certification System (MOECS) to process special education personnel approvals.

Before logging in to the MOECS, requesting districts must have both of the following:

- A MEIS account. To create a MEIS account, visit the [Create a New MEIS Account page](https://cepi.state.mi.us/meis/createnewaccount.aspx) (cepi.state.mi.us/meis/createnewaccount.aspx).
- A completed and approved MEIS security agreement. Complete the applicable agreement below.
  - [School District Security Agreement Form to Access Approvals \[PDF\]](#)
  - [Public School Academy Security Agreement Form to Access Approvals \[PDF\]](#)
  - [Teacher Preparation Institution Security Agreement Form to Access Approvals \[PDF\]](#)

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## Michigan Online Educator Certification System (MOECS) Access

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After obtaining a Michigan Education Information System (MEIS) account and approved security agreement, access the MOECS in one of two ways:

- Visit the [MOECS website](https://mdoe.state.mi.us/moecs/login.aspx) (mdoe.state.mi.us/moecs/login.aspx) directly.
- Access the MOECS via the Michigan Department of Education, Office of Special Education (MDE, OSE) website.
  - Visit the [MDE, OSE website](https://michigan.gov/ose-eis) (michigan.gov/ose-eis).
  - Scroll down below “Special Education” from the left-hand menu of the page and choose **Special Education Personnel Approvals** (Figure 1).
  - Choose **Michigan Online Educator Certification System (MOECS)** underneath “Approvals Online System.”

**NOTE:** Each candidate must have a Personal Identification Code (PIC).

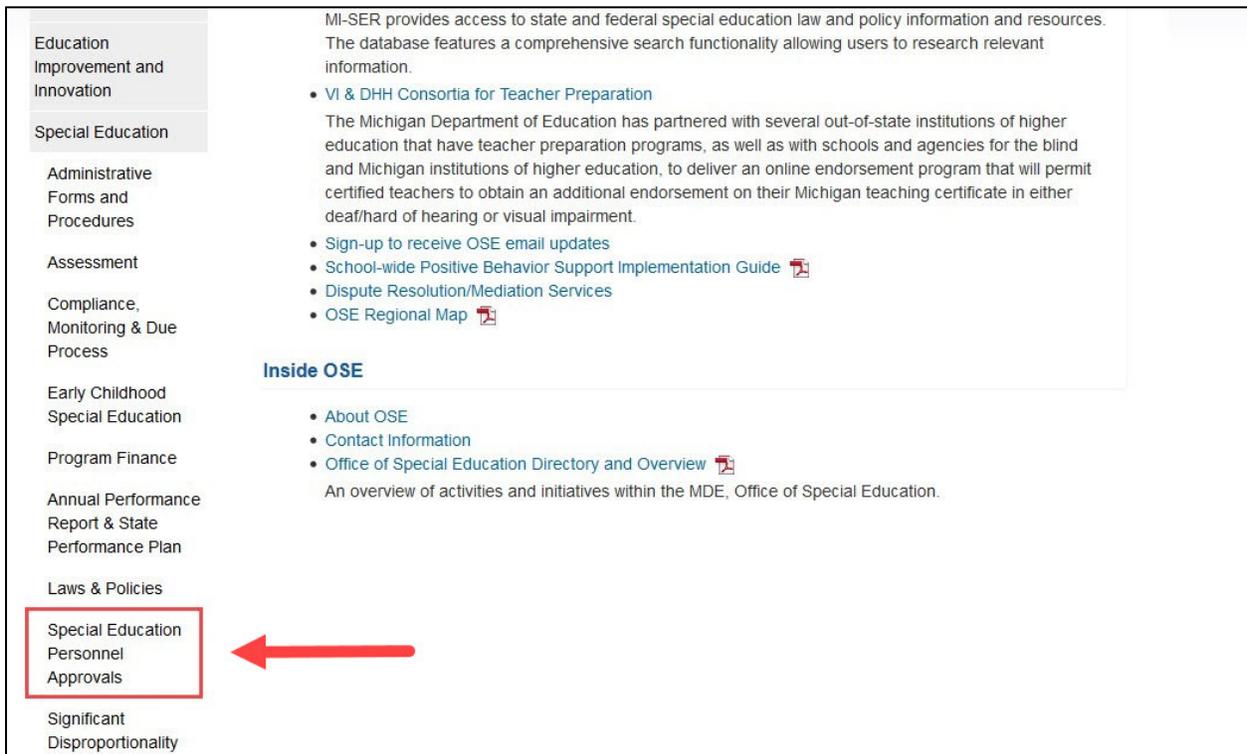


Figure 1. Special Education Personnel Approvals menu item on the Michigan Department of Education, Office of Special Education website.

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## Intermediate School Districts Requesting Permit

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Follow the steps below in the order they appear.

### Step 1 for ISD: Initiate and Approve the Request

- Initiate the request by logging in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu (Figure 2).
- Enter the candidate's PIC. Select the **Permit** category from the drop-down menu.
  - Choose the **Early Childhood Special Education—Full Year Permit** permit type.
  - Click **Next**.
- Complete all applicable information, including the appropriate district, approval program category, and effective date (date of hire).
  - Review and check the assurance and validation statements.
  - Type the name as it appears to the right of the electronic signature box.
  - Click **Submit**. The application is now pending approval until payment is complete.
- The ISD will receive an email confirmation and a link to pay a \$25 fee. If processing an approval for a school district, the ISD will forward the email to the school district to pay the fee.

**NOTE:** If the fee is not paid within 30 days of approval, a second email reminder will be sent to the ISD. If paying for one candidate, click the email link or log in to the MOECS to pay the fee. Payments can also be made for multiple candidates at once by logging in to the MOECS.

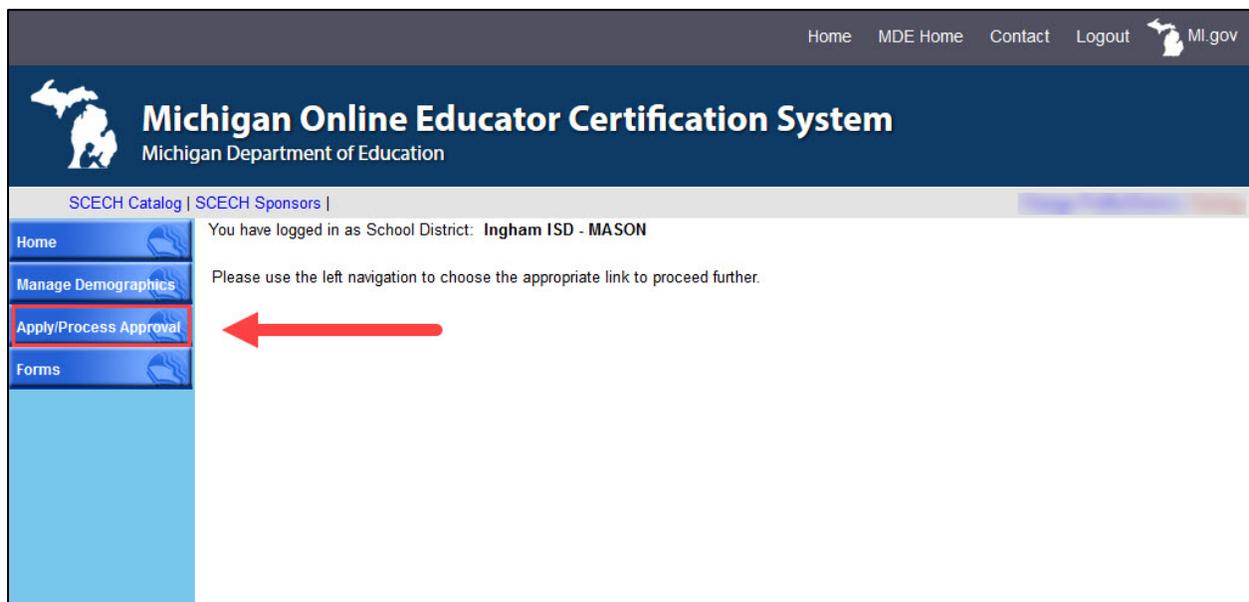


Figure 2. Apply/Process Approval menu item on the MOECS home page for the intermediate school district.

## Step 2 for ISD: Pay the Fee Via MOECS

**NOTE:** This step is only for ISDs who do not choose to pay via the email link.

- Log in to the MOECS and select **Apply/Process Approval** from the left-hand menu.
  - Choose **Pay Fee** (Figure 3).
  - Find the candidate in the table or search for the candidate using different parameters at the top of the page.
- Check the box next to the candidate's application number and click **Pay Fee**.
  - Browser pop-ups may need to be enabled in order to see the payment window.
  - Payment may be made with a valid Visa, MasterCard, or Discover Card.
- In the payment window, fill out the billing and credit card information (without spaces).
  - Click **Next**.
  - Review the information and click **Pay Now**.

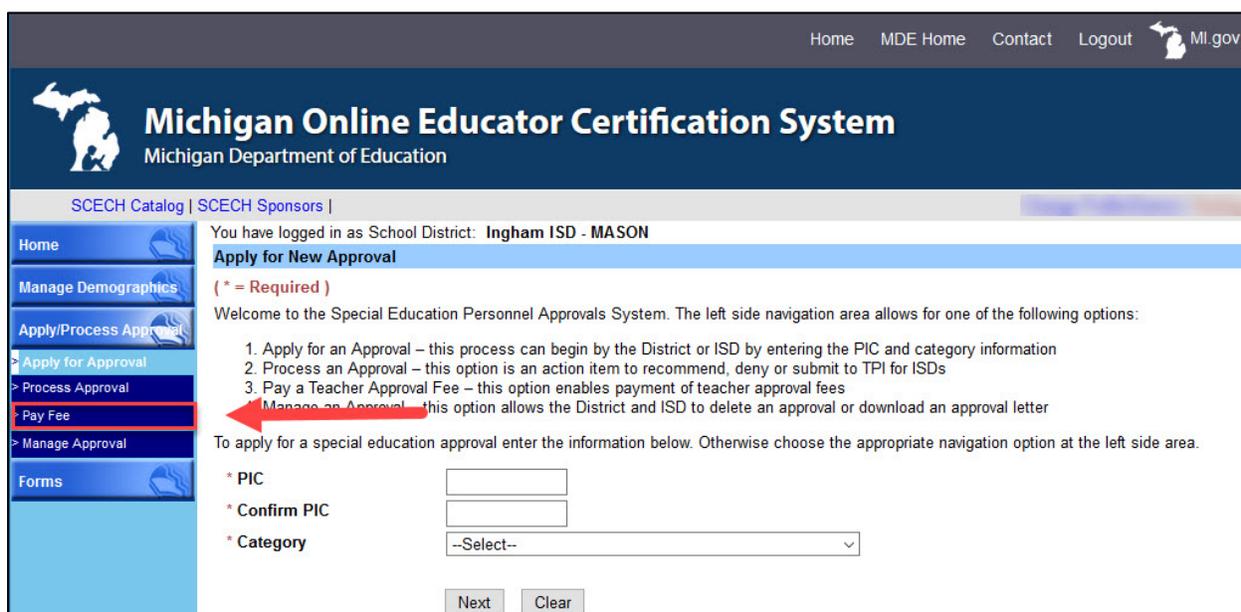


Figure 3. Pay Fee menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

## Step 3 for ISD: Download the Approval Letter

- After paying the fee, go back to the MOECS. Choose **Manage Approval** from the left-hand menu.
- Find the candidate using search parameters at the top of the page.

- Click the radio button next to the candidate's name.
- Choose **Download Approval Letter** from the drop-down list below the table.
- Click **Go**.
- Download and distribute the letter. The candidate's employer is responsible for distributing the letter to the candidate.

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## School Districts Requesting Permit

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### Step 1 for School District: Initiate the Request

- Initiate the request by logging in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu (Figure 4).
- Enter the candidate's PIC. Select the **Permit** category from the drop-down menu.
  - Choose the **Early Childhood Special Education—Full Year Permit** permit type.
  - Click **Next**.
- Complete all applicable information, including the approval program category and effective date (date of hire).
  - Review and check the assurance and validation statements, and type the name as it appears to the right of the electronic signature box.
  - Click **Submit**. The request will then go to the intermediate school district (ISD) to approve or deny.

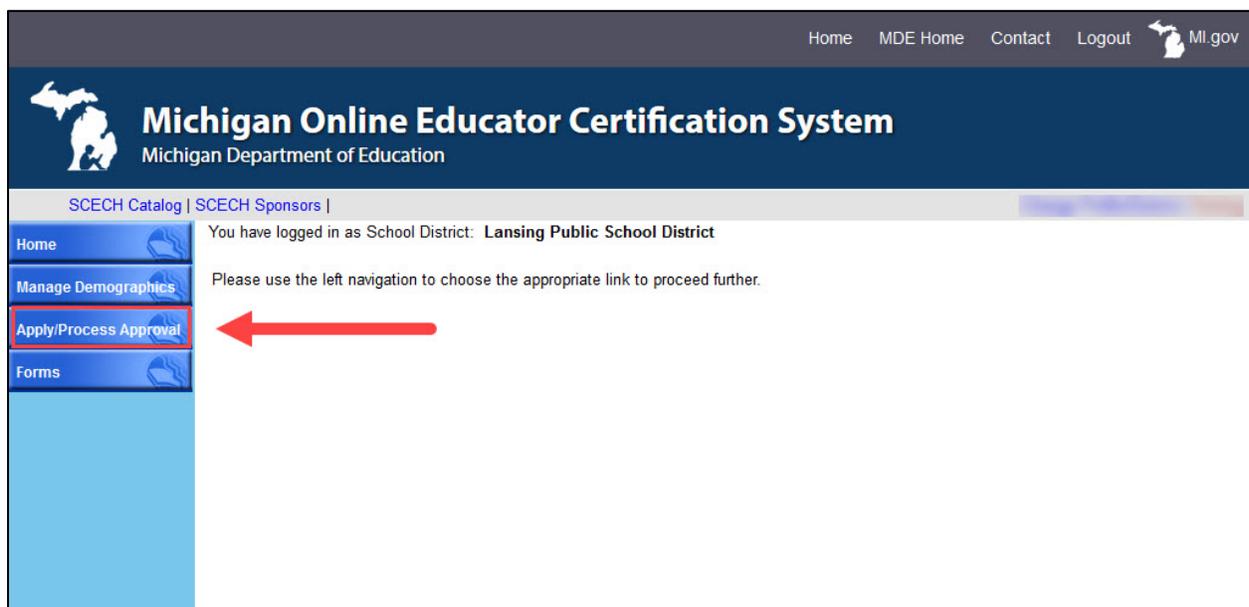


Figure 4. Apply/Process Approval menu item on the MOECS home page for the school district.

## Step 2 for ISD: Approve or Deny the Request

- Log in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu, and then choose **Process Approval** (Figure 5). A table of candidates who are in the approval process will appear.
  - Click on the candidate's application number to process the request, or search for a specific candidate using search parameters at the top of the page.
- Review the candidate's information. The ISD has the ability to change the school district or effective date if necessary. Select **Approve** or **Deny** from the drop-down menu near the bottom of the page.
  - If approving, check the validation statement, type the name as it appears to the right of the electronic signature box, and click **Approve**. The application is now pending approval until payment is complete.
  - If denying, provide a reason for the denial and click **Submit**.
- If the application is approved, the school district will receive an email confirmation and a link to pay a \$25 fee. If the application is denied, the school district will receive an email notification and may resubmit the request.

**NOTE:** If the fee is not paid within 30 days of approval, a second email reminder will be sent to the school district. If paying for one candidate, click the email link or log in to the MOECS to pay the fee. Payments can also be made for multiple candidates at once by logging in to the MOECS.

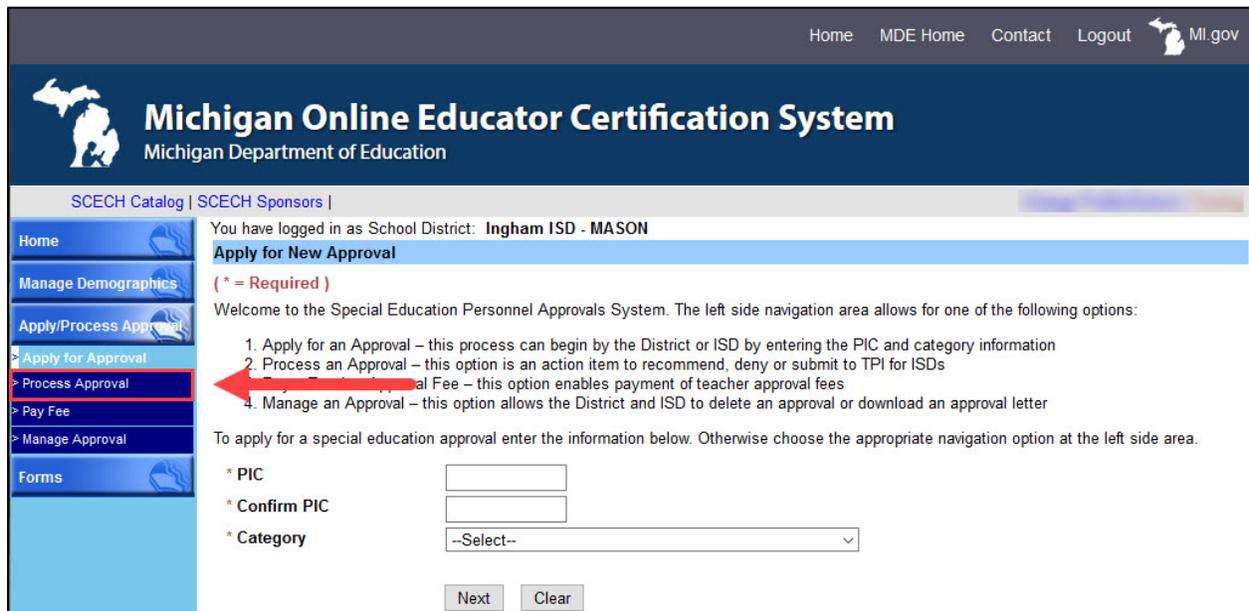


Figure 5. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

### Step 3 for School District: Pay the Fee Via MOECS

**NOTE:** This step is only for school districts who do not choose to pay via the email link.

- Log in to the MOECS and select **Apply/Process Approval** from the left-hand menu.
  - Choose **Pay Fee** (Figure 6).
  - Find the candidate in the table or search for the candidate using different parameters at the top of the page.
- Check the box next to the candidate's application number and click **Pay Fee**.
  - Browser pop-ups may need to be enabled in order to see the payment window.
  - Payment may be made with a valid Visa, MasterCard, or Discover Card.
- In the payment window, fill out the billing and credit card information (without spaces).
  - Click **Next**.
  - Review the information and click **Pay Now**.

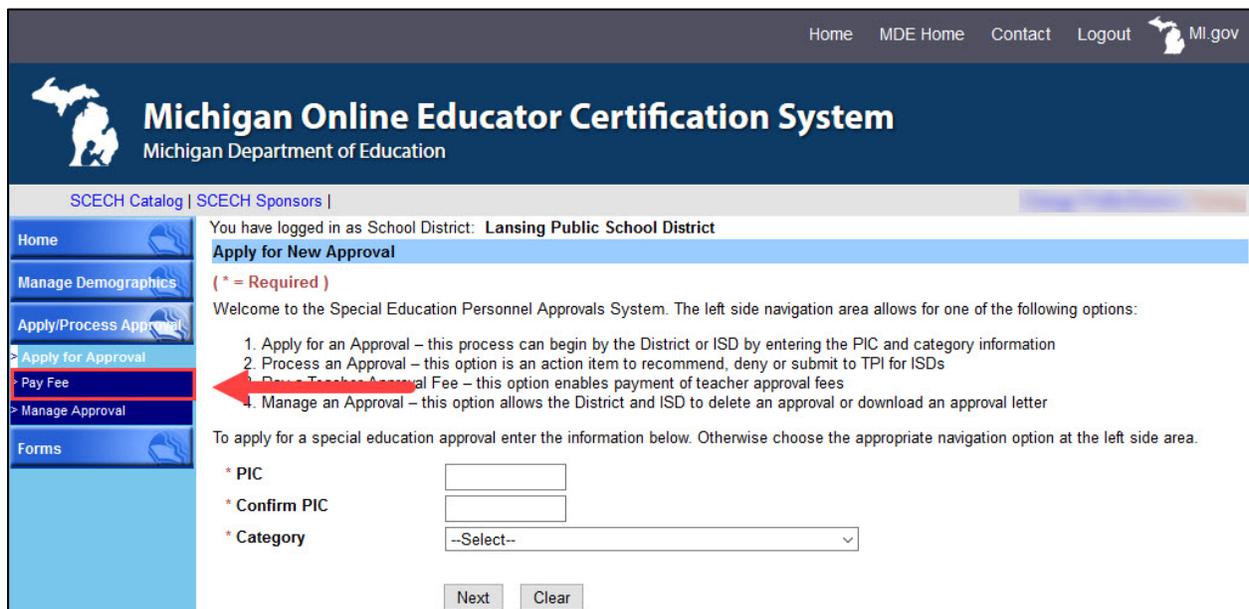


Figure 6. Pay Fee menu item under Apply/Process Approval on the MOECS home page for the school district.

### Step 4 for School District: Download the Approval Letter

- After paying the fee, go back to the MOECS. Choose **Manage Approval** from the left-hand menu.
- Find the candidate using search parameters at the top of the page.
  - Click the radio button next to the candidate's name.

- Choose **Download Approval Letter** from the drop-down list below the table.
- Click **Go**.
- Download and distribute the letter. The school district is responsible for distributing the letter to the candidate.