


# DPPD: Logging it into MOECS

District Provided Professional Development (DPPD) is the professional development offered by a Local Education Agency (LEA) in order to fulfill the requirements of [Michigan Compiled Law \(MCL\) Section 380.1527](#). This legislation requires LEAs to offer five (5) days of teacher professional development annually. Public or [non-public schools](#), public school academies, or intermediate school districts can offer DPPD.

Effective July 1, 2020, DPPD is entered by approved sponsors as State Continuing Education Clock Hours (SCECHs) to be used for certificate renewal or progression. For more information about this process, please see our [DPPD Reporting Resources webpage](#). Any DPPD occurring **prior** to July 1, 2020 may continue to be logged by educators into the Michigan Online Educator Certification System (MOECS) using the below process:

1. Log into your [MOECS](#) account. (Note: Update or confirm personal information before proceeding!)
2. Click on "Add DPPD" on the homepage. 
3. Enter each DPPD activity and complete all required information.  
Before you enter the DPPD ensure that each item meets ALL of the following criteria:
  - A category for the DPPD must be selected; pick the one that seems most applicable. If there is not a match, please pick the category that seems the most applicable.
  - The title of the DPPD **MUST** be specific to the content learned or indicate a content in some way. DPPD that is identified only as "PD," "Professional Learning," or similar generic term will be disqualified.
  - DPPD must have been earned since the issue date on the most recently issued certificate.
  - DPPD must be appropriate for the endorsements and grade levels of the certificate or pedagogical (e.g., instructional methods, classroom management, technology) in nature.
  - If you are employed by a nonpublic school, and that school is not in the drop-down school selection field, it means the private school has NOT agreed to allow education-related professional learning to be used as DPPD. Educators should contact the school/district for additional information.
4. To view total professional learning hours counted towards renewal, select the "Totals" tab and select the desired certificate you'd like to see the total hours for.
5. Print the log of DPPD hours you entered in MOECS using your computer's print screen function; or save screenshot as a PDF or an image for electronic submission and/or signing as described in Step 8.

- 6. Complete your section of the [District Provided Professional Development form](#). This is the only form that may be used to verify DPPD. It does not need to be printed if submitting electronically (see Step 8). The form may also be located in [MOECS](#) under the "Forms" tab.
- 7. Delete any DPPD that the district will not verify with a signature/initials or was already submitted as SCECHs. Ensure that the Professional Learning tab in your MOECS account still totals 150 hours.
- 8. When submitting to your Principal/School Designee for the required verification and signature, include both the DPPD form for the appropriate school year and the DPPD log(s) from MOECS as described in Step 5.

It is your responsibility to consult with your school district on the appropriate person to sign the DPPD form and initial the DPPD log(s). A private/non-public school that has not [agreed in writing](#) to have their DPPD audited CANNOT sign off on your form.

### Electronic Signing Guidance

- Send an electronic copy of the DPPD form and either screenshots or a scanned version of the DPPD log to the district.
- The DPPD form may be signed electronically by the school designee and sent back to you.
- A school designee should review the log and send confirmation of approved hours through email. Any hours not approved by district should be noted in the email.
- Complete steps 6-8.

Maintain documents accordingly. You may be asked to submit the signed DPPD form and either the initialed DPPD log(s), or the school designee email(s), to the Office of Educator Excellence in the case of audit. Please note that audit may occur either as a part of the application process or at any point after the certificate is issued.

You will be asked to submit the documentation to the Office of Educator Excellence (OEE) during the application process if you are **renewing** a [Standard Teaching Certificate](#) or [Standard CTE Certificate](#) or; **progressing** to the [Professional Teaching](#) or the [Professional CTE](#) certificate.

- For these applications, documents should *only* be submitted after an application has been created in [MOECS](#).

If you are **renewing** a [Professional Teaching](#), [Professional CTE](#), [School Counselor](#), [School Psychologist Certificate](#), or [School Administrator Certificate](#), you do not need to submit these forms with your application. You must retain the documentation in case of audit.

- 9. Delete any DPPD that the district did not verify or was already submitted as SCECHs. Ensure that the Professional Learning tab in your MOECS account still totals 150 hours.

- 10. You may not apply to progress/renew your certificate until the DPPD form has been signed and the DPPD log(s) have been verified by your school district.
- 11. Once the application has been submitted, you will receive an email with a link to pay for your certificate with a credit/debit card. You may also locate a "Pay Fee" link next to your application located at the bottom of your MOECS homepage. You can monitor the [status](#) of your certificate using MOECS.
- 12. Individuals **progressing** to a [Professional Teaching](#) or [Professional CTE](#) certificate, will be placed in line to be evaluated after paying and submitting the required documentation. When the evaluation is completed, an email notification requesting [additional documentation](#) OR approving the application will be sent. Once approved, the certificate can be printed in MOECS by clicking on the navigation button entitled "Print Certificate."
- 13. Individuals **renewing** a [Professional Teaching](#), [Professional CTE](#), [School Counselor](#), [School Psychologist Certificate](#), or [School Administrator Certificate](#), can print the certificate in MOECS immediately after the application fee is paid by clicking on the navigation button entitled "Print Certificate". Please retain your professional learning records for audit purposes.

*All certificates must be signed and notarized by a Notary Public before they become valid.*