Policy, Criteria, and Procedures for School Social Worker Approval

Temporary, Continuing Temporary, and Full Approval
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Michigan Department of Education
Office of Special Education

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Policy, Criteria, and Procedures for School Social Worker Approval

School social workers must meet the criteria below and in the *Michigan Administrative Rules for Special Education* (MARSE).

Policy and Criteria

Temporary Approval Policy and Criteria

1. The candidate must possess a master's degree from a graduate school of social work program approved by the Michigan Department of Education (MDE). This includes a minimum 500-clock-hour supervised social work practicum.

2. The candidate must have received a recommendation for temporary approval from a Michigan school of social work training program by obtaining an SSW-310 form.

3. Temporary approval is granted to the requesting school district or intermediate school district (ISD) for a time period of not more than one school year.

4. A request for approval must be received by the Michigan Department of Education, Office of Special Education (MDE, OSE) during the school year (July 1 to June 30) in which the effective date applies.

5. Temporary approval is granted from the beginning of the school year in which the request was initiated or the candidate's date of employment as a school social worker, whichever is later. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.

6. A previously approved school social worker who has not been employed by a public school in Michigan for five or more consecutive years shall seek recommendation from a Michigan institution of higher education to obtain re-approval from the MDE, OSE as a condition of reemployment.

7. Temporary approval is transferable from one school district to the next.

Continuing Temporary Approval Policy and Criteria

1. A candidate for continuing temporary approval must have received temporary or continuing temporary approval as a school social worker in the previous school year.

2. Continuing temporary approval is granted to the requesting school district or intermediate school district (ISD) for a time period of not more than one school year.

3. The employer must request continuing temporary approval for each consecutive year the candidate continues to be employed as a school social worker but has not completed the required one school year of full time successful employment under the direction of a fully approved school social worker.

4. A request for approval must be received by the Michigan Department of Education, Office of Special Education (MDE, OSE) during the school year (July 1 to June 30) in which the effective date applies.

5. A previously approved school social worker who has not been employed by a public school in Michigan for five or more consecutive years shall seek recommendation from a Michigan institution of higher education to obtain re-approval from the MDE, OSE as a condition of employment.

6. Continuing temporary approval is transferable from one school district to the next.

Full Approval Policy and Criteria

1. The candidate must have a master's degree from a graduate school of social work program approved by the Michigan Department of Education (MDE).

2. The candidate must have received school social worker temporary and continuing approval prior to applying for full approval. The required one year of full time successful employment must be completed while working as a school social worker under temporary or continuing approval.

3. A request for approval must be received by the Michigan Department of Education, Office of Special Education (MDE, OSE) during the school year (July 1 to June 30) in which the effective date applies.

4. Full approval is granted from the beginning of the school year in which the request was initiated or from the date that the candidate completed one school year of full time successful employment under the direction of a fully approved school social worker, whichever is later.

5. Full approval does not expire as long as the candidate remains employed as a school social worker. A previously approved school social worker who has not been employed by a public school in Michigan for five or more consecutive years

shall seek recommendation from a Michigan institution of higher education to obtain re-approval from the MDE, OSE as a condition of reemployment.

6. Full approval is transferable from one school district to the next.

Michigan Education Information System (MEIS) Requirements

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 (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]

Michigan Online Educator Certification System (MOECS) Access

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 (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 (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).

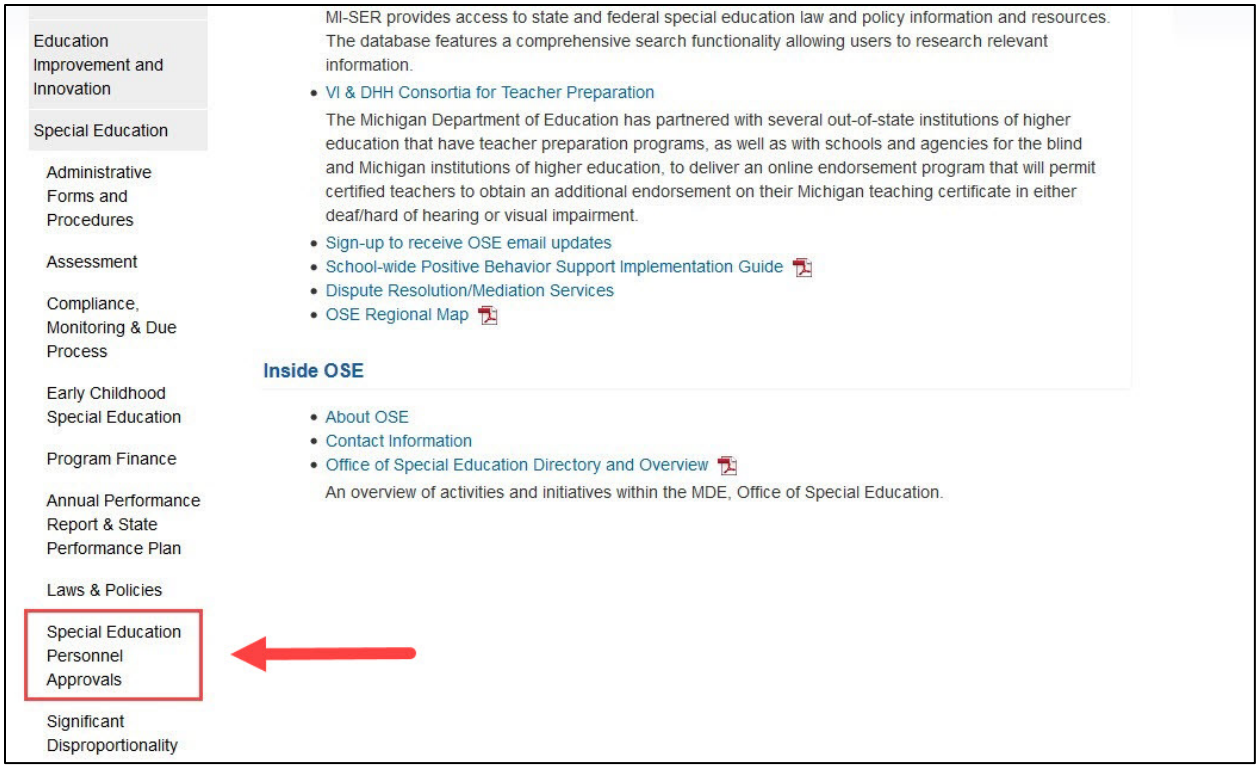

Figure 1. Special Education Personnel Approvals menu item on the Michigan Department of Education, Office of Special Education website.

Intermediate School Districts Requesting Approval

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 **Other** category from the drop-down menu. Choose from one of three approval type options:
    - Temporary Approval for School Social Worker
    - Continuing Temporary Approval for School Social Worker
    - Full Approval for School Social Worker
- 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 approved, and the ISD will receive an email confirmation.

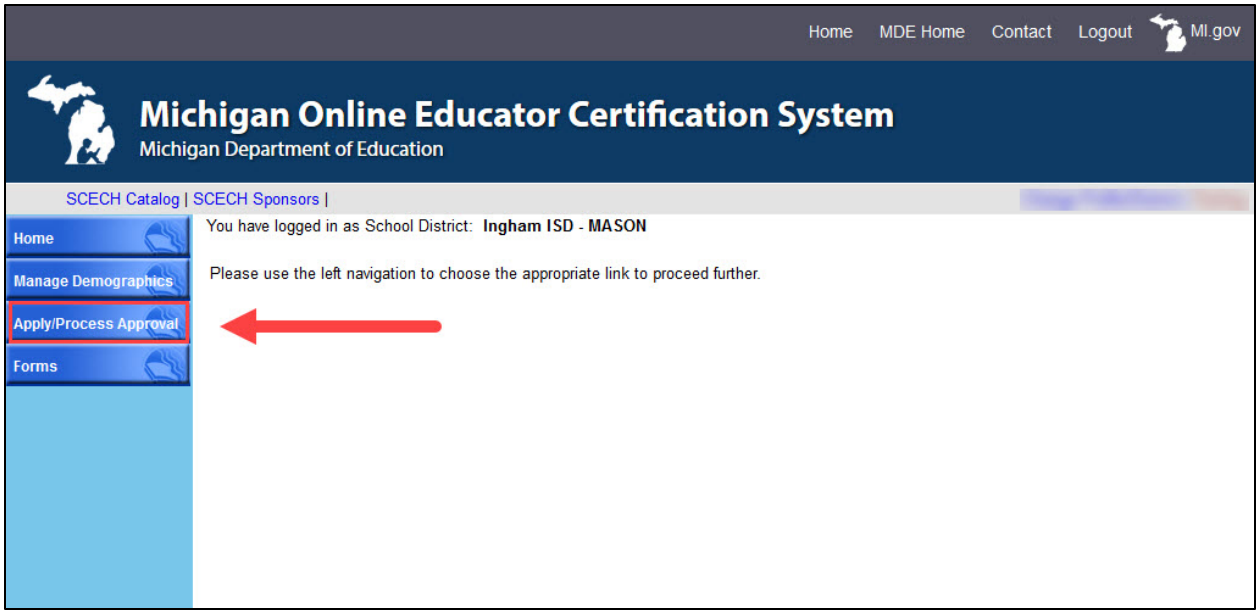

Figure 2. Apply/Process Approval menu item on the MOECS home page for the intermediate school district.

Step 2 for ISD: Download the Approval Letter

- After approving the request, choose **Manage Approval** from the left-hand menu.
- Find the candidate using the 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.

School Districts Requesting Approval

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 3).
- Enter the candidate's PIC. Select the **Other** category from the drop-down menu. Choose from one of three approval type options:
    - Temporary Approval for School Social Worker
    - Continuing Temporary Approval for School Social Worker
    - Full Approval for School Social Worker
- 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.
    - 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.

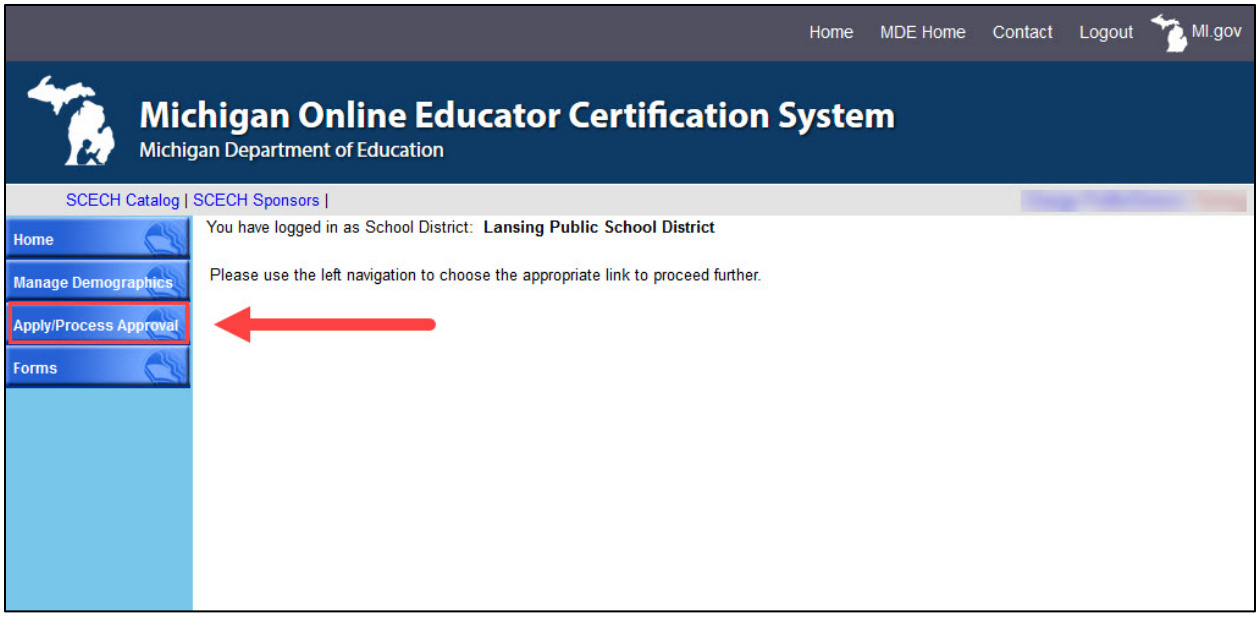

Figure 3. Apply/Process Approval menu item on the MOECS home page for the school district.

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 4). 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**.
    - If denying, provide a reason for the denial and click **Submit**.
- If the application is denied, the school district will receive an email notification and may resubmit the request. If the application is approved, the school district will receive an email confirmation.

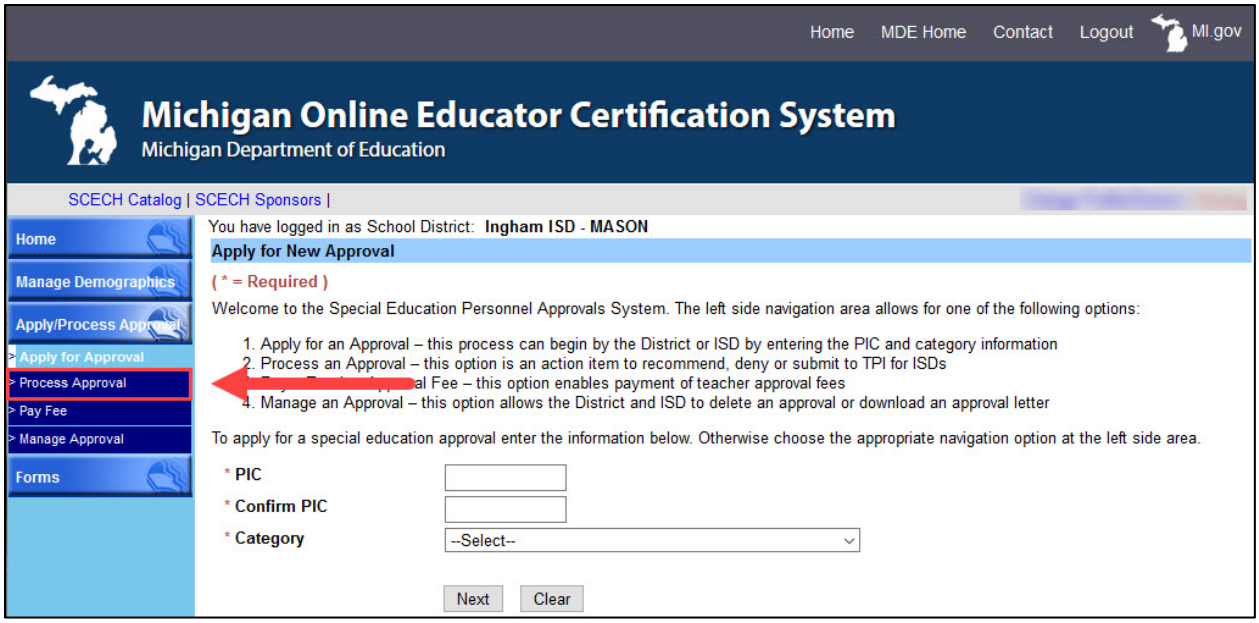

Figure 4. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

Step 3 for School District: Download Approval Letter

- Log in to the MOECS.
- Select **Apply / Process Approval** from the left-hand menu, and then choose **Manage Approval**.
- 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.