Policy, Criteria, and Procedures for Special Education Teacher Approval

Temporary and Continuing Temporary Approval
Last updated: 12/16/16

Michigan Department of Education
Office of Special Education

Table of Contents

Policy, Criteria, and Procedures for Special Education Teacher Approval 3

Policy and Criteria 3

Temporary Approval Policy and Criteria 3

Continuing Temporary Approval Policy and Criteria 4

No Child Left Behind – Highly Qualified 5

Michigan Education Information System (MEIS) Requirements..... 5

Michigan Online Educator Certification System (MOECS) Access 5

Intermediate School Districts Requesting Approval 6

Step 1 for ISD: Initiate the Request 6

Step 2 for TPI: Recommend or Deny the Request 7

Step 3 for ISD: Approve or Deny the Request 8

Step 4 for ISD: Pay Fee Via MOECS 9

Step 5 for ISD: Download the Approval Letter 10

School Districts Requesting Approval 11

Step 1 for School District: Initiate the Request 11

Step 2 for ISD: Deny the Request or Submit to the TPI 11

Step 3 for TPI: Recommend or Deny the Request 12

Step 4 for ISD: Approve or Deny the Request 14

Step 5 for School District: Pay the Fee Via MOECS 14

Step 6 for School District: Download the Approval Letter 15

Policy, Criteria, and Procedures for Special Education Teacher Approval

Special education teachers must meet the criteria below and in the *Michigan Administrative Rules for Special Education* (MARSE).

Policy and Criteria

Temporary Approval Policy and Criteria

NOTE: The employing superintendent must certify that the district conducted a search for a fully qualified teacher and that no certified teacher holding the appropriate endorsement was available to fill the position.

1. The candidate must possess a valid Michigan teaching certificate.

2. 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. It is granted only when the candidate is employed in the category for which the request is intended.

3. The candidate must get accepted into the appropriate Teacher Preparation Institution that matches the category of assignment. For resource program teacher candidates, this includes any area of special education.

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 fee of $50 must be paid by the employing district for all temporary approvals in teaching positions (see Public Act 339 of the Public Acts of 1988). Temporary approval will be issued once the fee has been paid. The fee must be paid no later than June 30 of that school year.

6. 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 special education teacher, whichever is later. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.

7. Temporary approval is not granted to teachers in private schools and other agencies that are not included in the definition of special education programs and services in the school code of 1976, section 380.6(8).

8. Temporary approval is not transferable from one school district to the next.

Continuing Temporary Approval Policy and Criteria

1. The candidate must hold a valid Michigan teaching certificate.

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. The candidate must remain in the same assignment for which the original approval was granted.

3. The employer must request continuing temporary approval for each consecutive year the candidate is teaching in a category and does not yet have the required endorsement or full approval.

4. The candidate's teacher preparation institution must verify that the candidate completed six semester or equivalent hours of credit toward the appropriate endorsement or full approval between August 31 of the current school year and September 1 of the next school year.

5. 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.

6. A fee of $50 must be paid by the employing district for all continuing temporary approvals in teaching positions (see Public Act 339 of the Public Acts of 1988). The continuing temporary approval will be issued once the fee has been paid.

7. Continuing temporary approval is granted from the beginning of the school year in which the request was initiated. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.

8. To receive an additional continuing temporary approval the following school year, the candidate must be enrolled to complete an additional six semester or equivalent hours of credit toward full endorsement or approval between August 31 of the current school year and September 1 of the next school year.

9. Continuing temporary approval is not transferable from one school district to the next.

No Child Left Behind – Highly Qualified

An option in the *No Child Left Behind* (NCLB) *Act* allows a teacher to be considered "Highly Qualified" if participating in an alternative route to certification as defined in 34 C.F.R. §200.56 (a)(2)(ii). This applies to persons under Special Education Personnel Approval as defined in R 340.1783 of the *Michigan Administrative Rules for Special Education* (MARSE) who are lacking a special education endorsement for the given assignment but have met all other requirements for being "Highly Qualified."

Please note, however, that candidates may only be considered "Highly Qualified" under a temporary or continuing temporary approval for a maximum of three years. The three-year timeline for meeting these requirements begins on the date of hire as a special education teacher under temporary approval.

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).

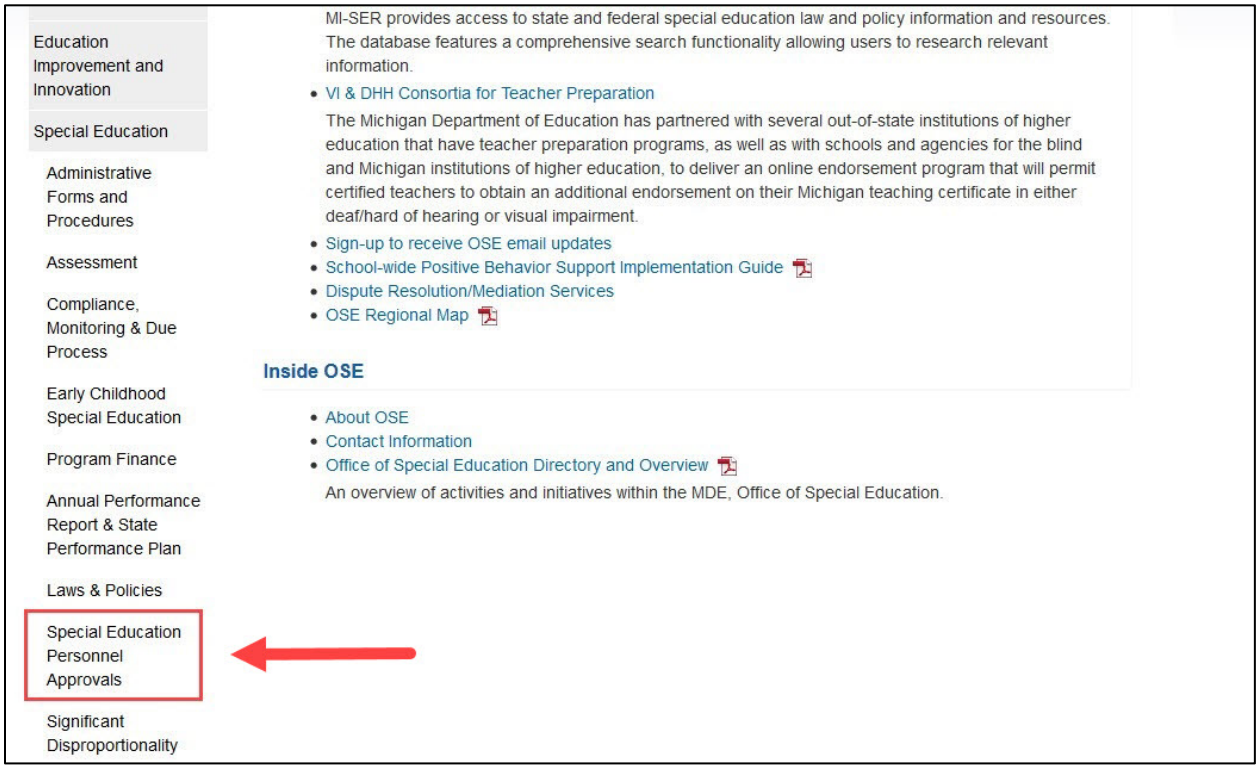

Figure 1. Special Education Personnel Approvals menu item on the Michigan Department of Education, Office of Special Education website.

Intermediate School Districts Requesting Approval

Follow the steps below in the order they appear.

Step 1 for ISD: Initiate 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 **Teacher** category from the drop-down menu. Choose from one of two approval type options:
  - Temporary Approval Teacher
  - Continuing Temporary Approval Teacher
- Click **Next**.

- Complete all applicable information, including the appropriate district, approval program category, teacher preparation institution (TPI), 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 will then appear in the TPI's worklist to recommend or deny.

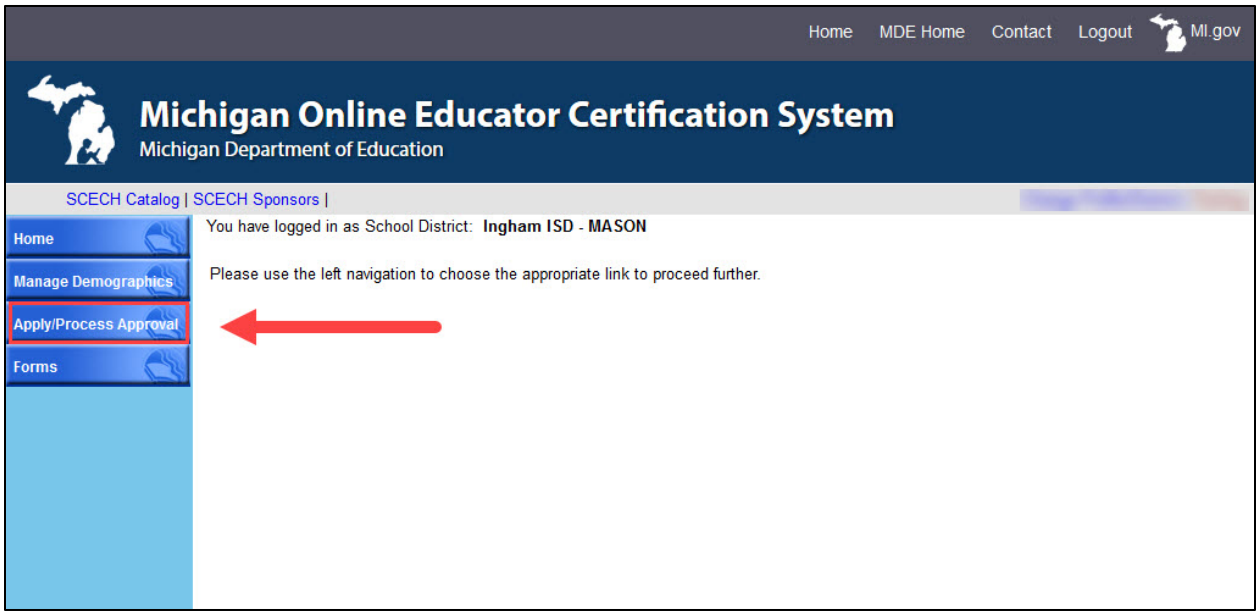

Figure 2. Apply/Process Approval menu item on the MOECS home page for the intermediate school district.

Step 2 for TPI: Recommend or Deny the Request

- Log in to the MOECS and click on the **Worklist** drop-down menu on the left-hand side (Figure 3).
    - Select **Approval**. A table of candidates who are in the approval process will appear.
    - Click on the candidate's application number to process the request (Figure 4), or search for a specific candidate using search parameters at the top of the page.
- Review the candidate's information and choose **Recommend** or **Deny** from the "Action" drop-down menu.
    - If recommending, click **Submit**.
    - If denying, provide a reason for the denial and click **Submit**.
- The application will then go back to the ISD to approve or deny. If the TPI denies the request, the ISD will receive an email notification. The ISD may then deny or resubmit the request.

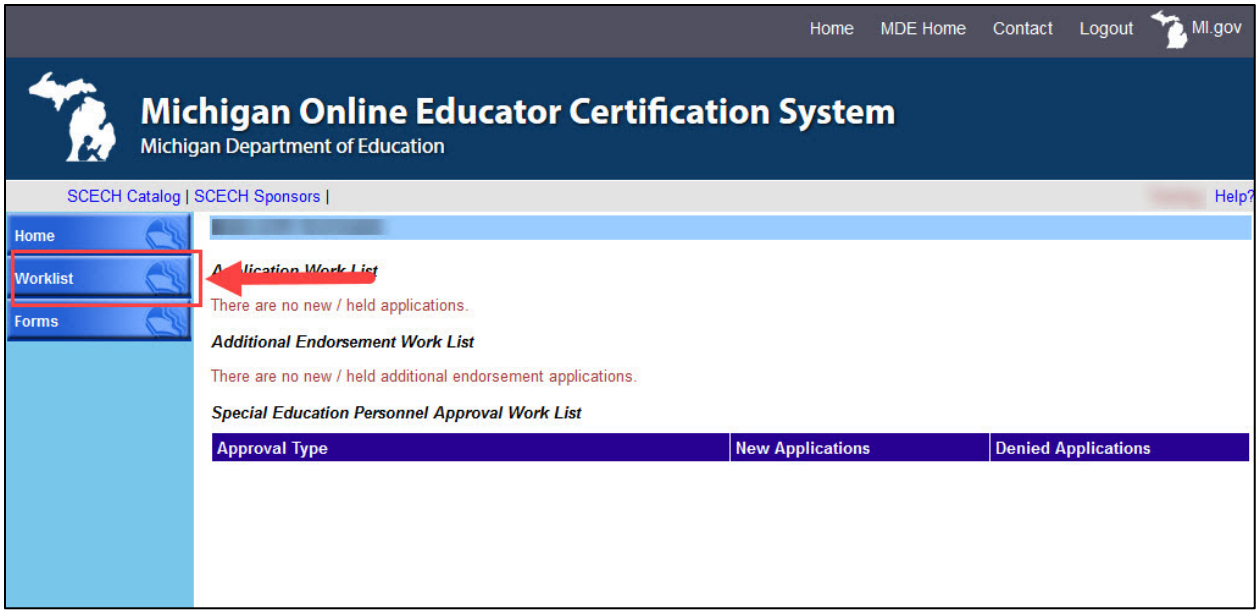

Figure 3. Worklist menu item on the MOECS home page for the teacher preparation institution.

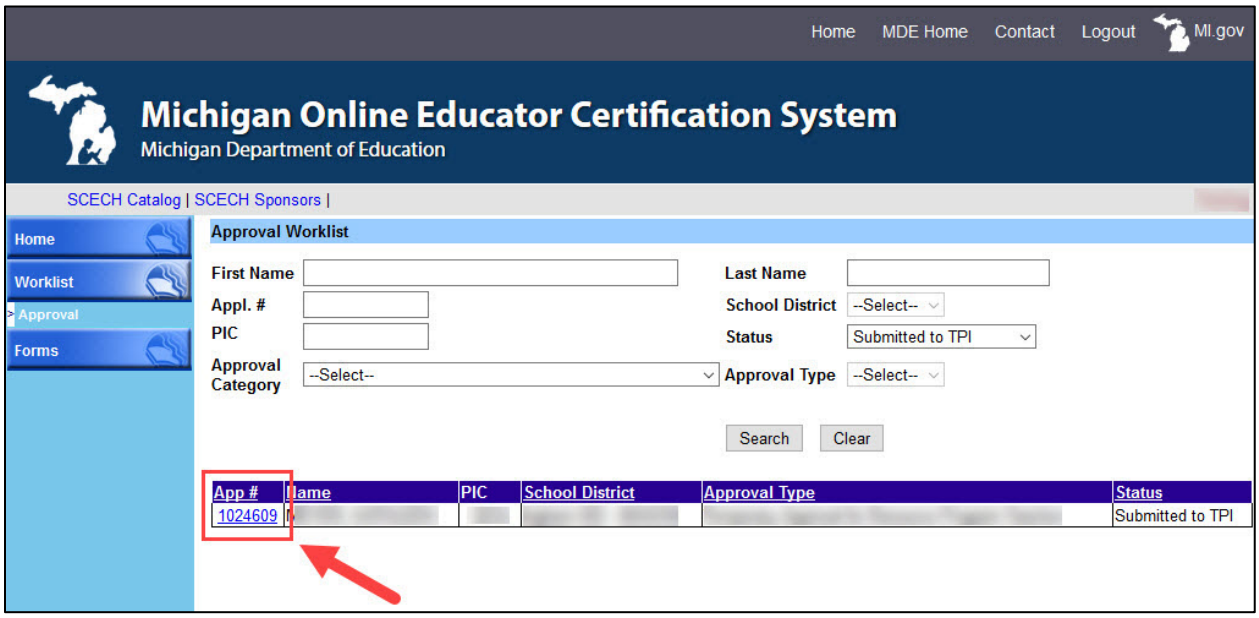

Figure 4. Candidate's application number in the Approval Worklist.

Step 3 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 and select **Approve** or **Deny** from the drop-down menu near the bottom of the page.
    - If approving, check the validation statements, 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 ISD will receive an email confirmation and a link to pay a $50 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.

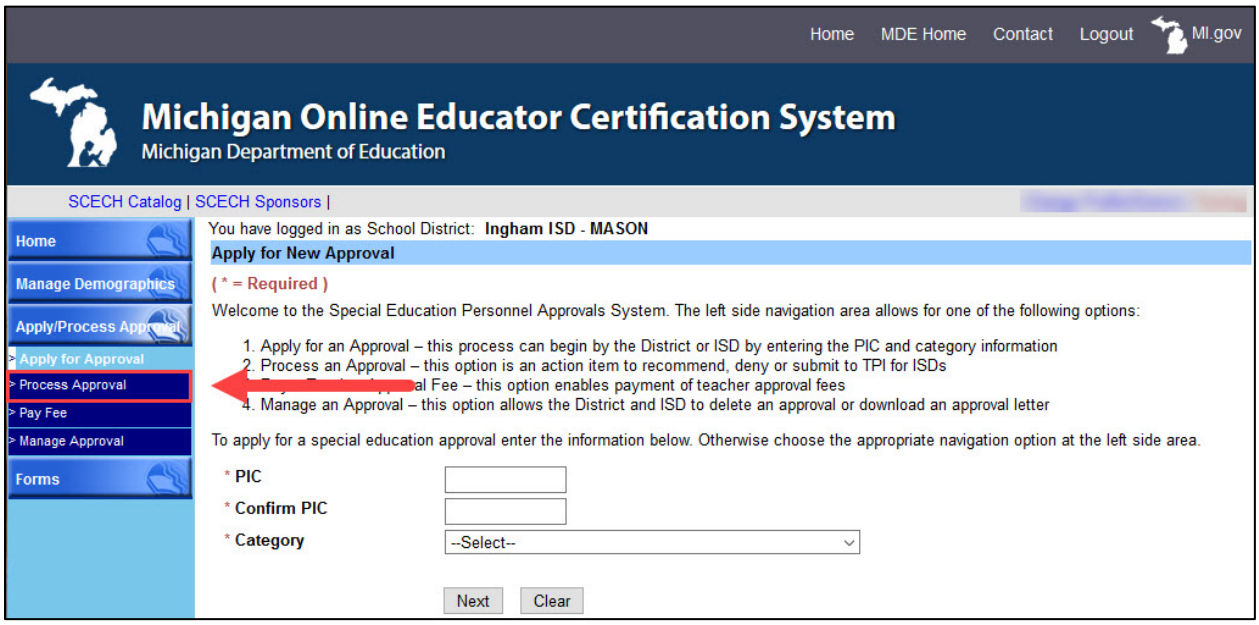

Figure 5. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

Step 4 for ISD: Pay 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 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**.

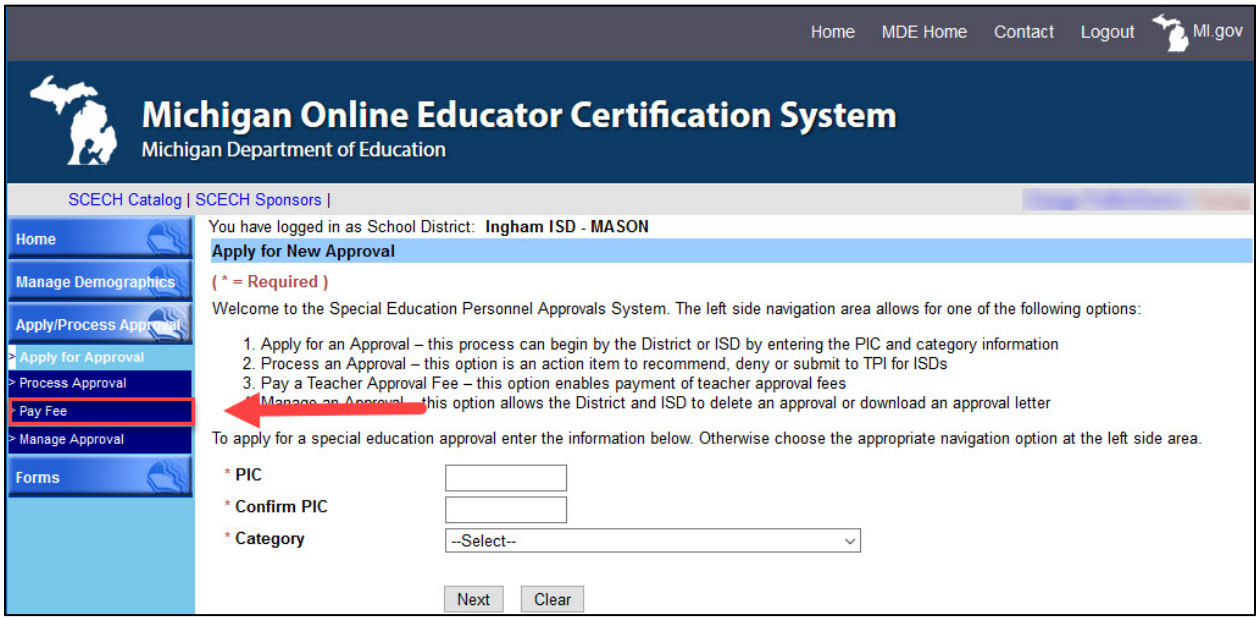

Figure 6. Pay Fee menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

Step 5 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.

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 7).
- Enter the candidate's PIC. Select the **Teacher** category from the drop-down menu. Choose from one of two approval type options:
    - Temporary Approval Teacher
    - Continuing Temporary Approval Teacher
- Click **Next**.
- Complete all applicable information, including the approval program category, teacher preparation institution (TPI), 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 submit to the TPI or deny.

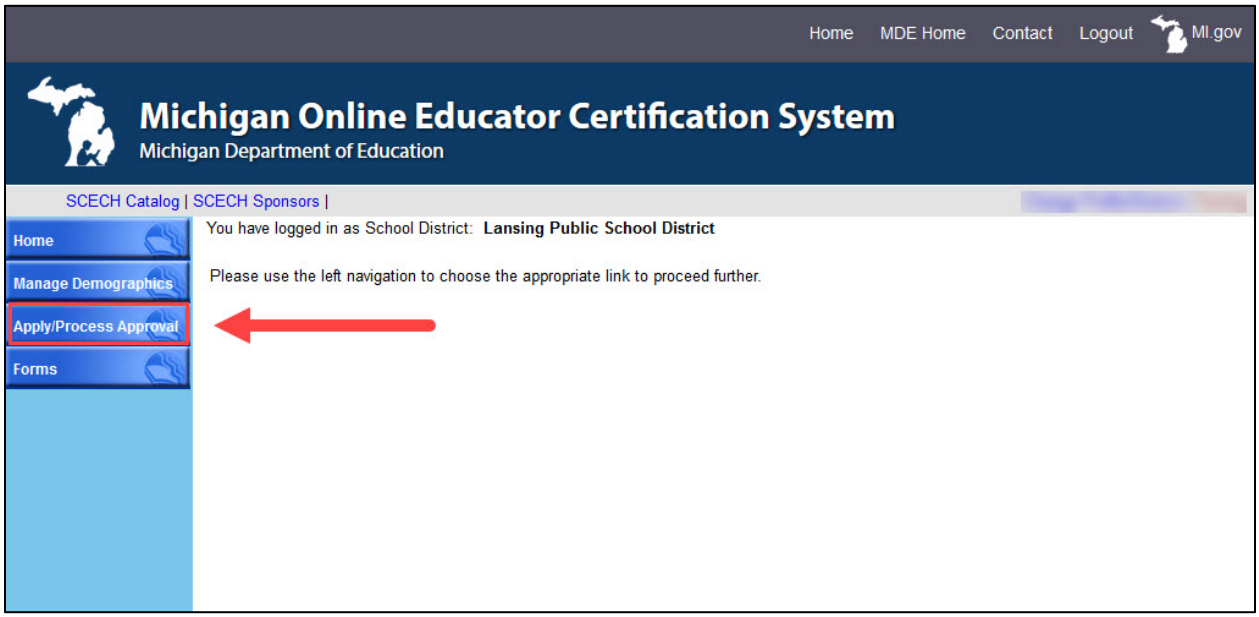

Figure 7. Apply/Process Approval menu item on the MOECS home page for the school district.

Step 2 for ISD: Deny the Request or Submit to the TPI

- Log in to the MOECS.
- Select **Apply / Process Approval** from the left-hand menu, and then choose **Process Approval** (Figure 8). 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, program category, effective date, or TPI if necessary. Select **Submit to TPI** or **Deny** from the drop-down menu near the bottom of the page.
  - If submitting to the TPI, click **Submit**.
  - If denying, provide a reason for the denial and click **Submit**.
- If the ISD submits to the TPI, the application will then go to the TPI to recommend or deny. If the ISD denies the request, the school district will receive an email notification and may resubmit the request.

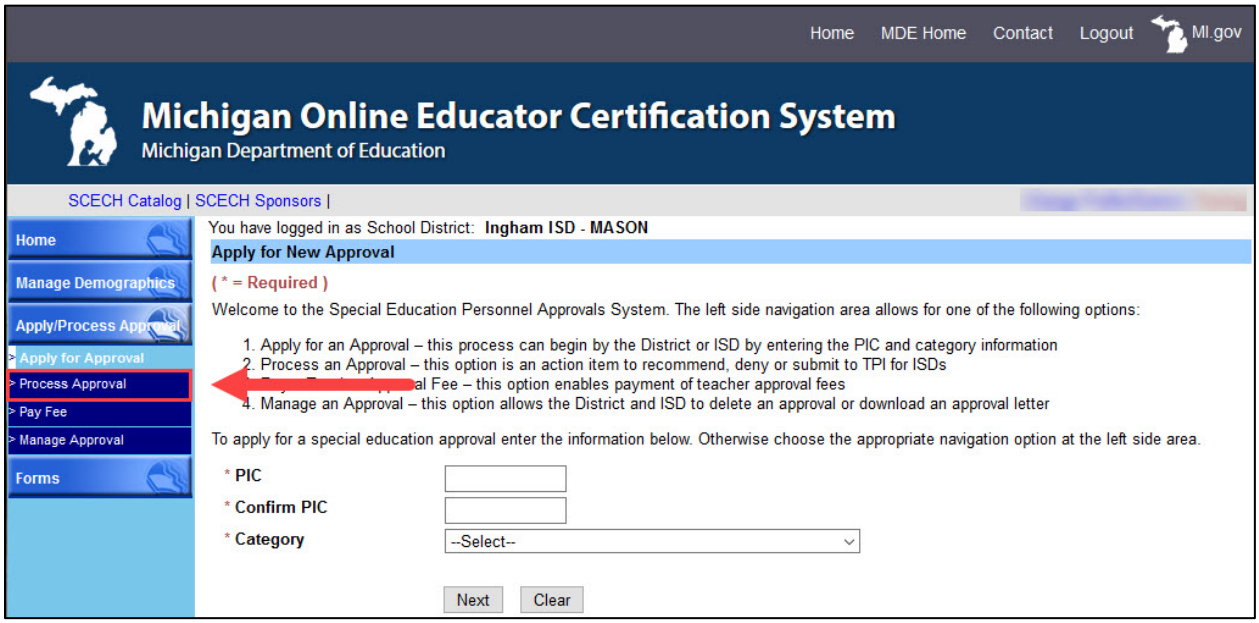

Figure 8. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

Step 3 for TPI: Recommend or Deny the Request

- Log in to the MOECS and click on the **Worklist** drop-down menu on the left-hand side (Figure 9).
  - Select **Approval**. A table of candidates who are in the approval process will appear.
  - Click on the candidate's application number to process the request (Figure 10), or search for a specific candidate using search parameters at the top of the page.
- Review the candidate's information and choose **Recommend** or **Deny** from the "Action" drop-down menu.
  - If recommending, click **Submit**.
  - If denying, provide a reason for the denial and click **Submit**.

- The application will then go back to the ISD to approve or deny. If the TPI denies the request, the ISD will receive an email notification. The ISD may then deny or resubmit the request.

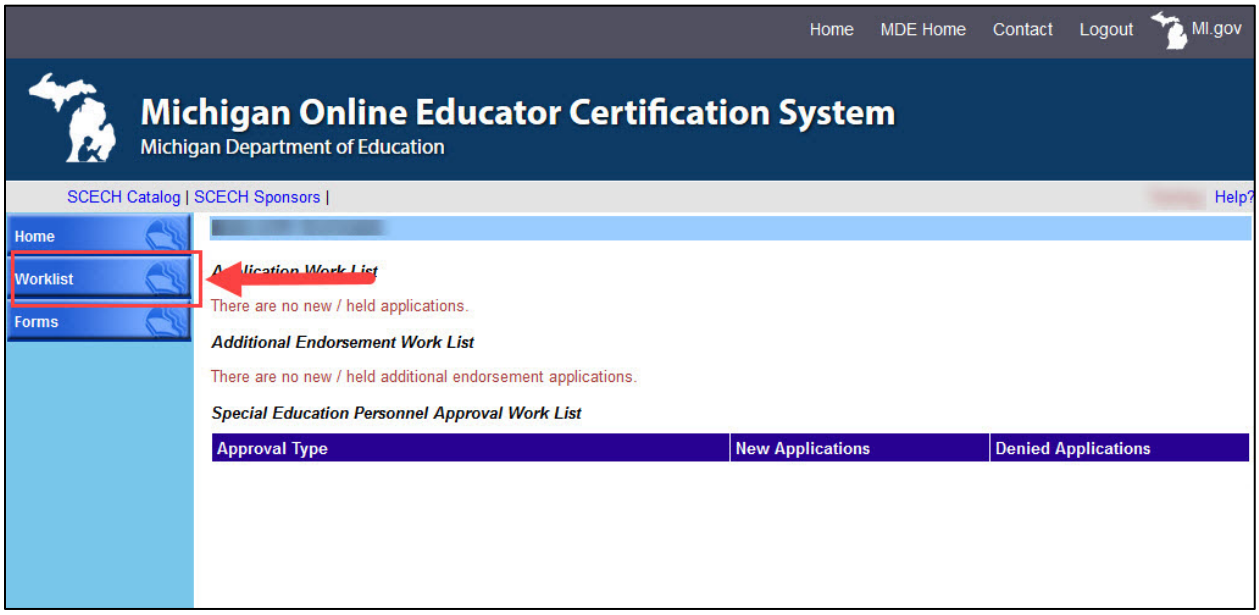

Figure 9. Worklist menu item on the MOECS home page for the teacher preparation institution.

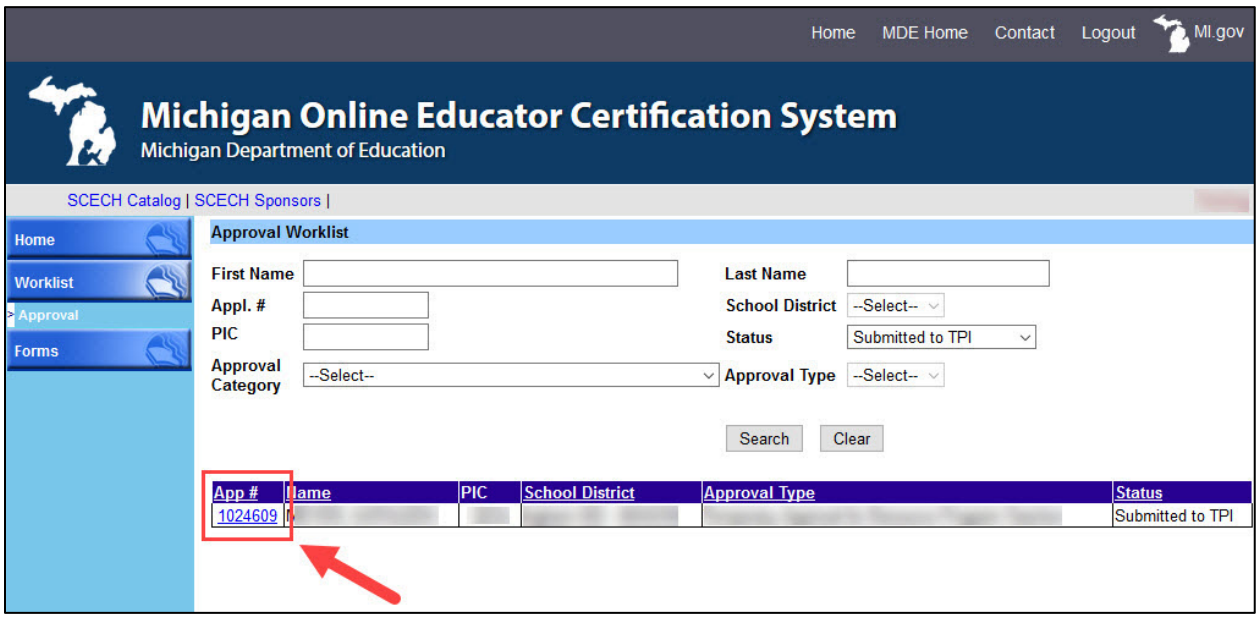

Figure 10. Candidate's application number in the Approval Worklist.

Step 4 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**. 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 and select **Approve** or **Deny** from the drop-down menu near the bottom of the page.
    - If approving, check the validation statements, 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 $50 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.

Step 5 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 11).
    - 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**.

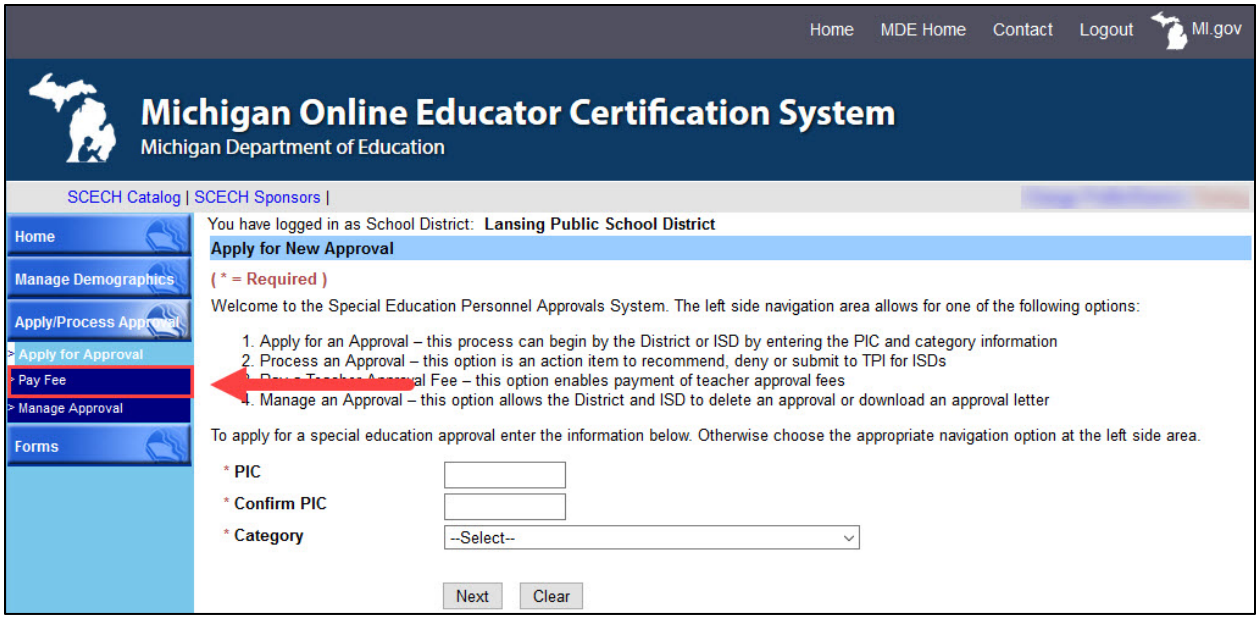

Figure 11. Pay Fee menu item under Apply/Process Approval on the MOECS home page for the school district.

Step 6 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.