Policy, Criteria, and Procedures for Supervisor of Special Education 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 Supervisor of Special Education Approval

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

Policy and Criteria

Temporary Approval Policy and Criteria

NOTE: Temporary approval may be requested by the candidate's employing school district or intermediate school district (ISD), or by a candidate who is not employed as special education supervisor.

1. The candidate must possess a master's degree or higher.
2. The candidate must possess a valid full approval or endorsement in at least one area of special education from the Michigan Department of Education, Office of Special Education (MDE, OSE).
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 MDE, OSE during the school year (July 1 to June 30) in which the effective date applies.
5. The candidate must have three years of successful experience in special education.
6. The candidate's Michigan university/college must verify that the candidate is enrolled in a supervisor of special education program approved by the MDE.
7. 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 supervisor, whichever is later. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.
8. 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 supervisor of special education 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 supervisor of special education but has not met all the coursework requirements.

4. The candidate's teacher preparation institution must verify that the candidate completed six semester or equivalent hours of credit toward 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. Continuing 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 supervisor, 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. Continuing temporary approval is transferable from one school district to the next.

Full Approval Policy and Criteria

1. The candidate's Michigan university/college must verify that the candidate completed all training requirements.

2. 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.

3. Full 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 supervisor, whichever is later. Approval is granted any time

throughout the school year for which the approval is effective, but no later than June 30.

4. Full approval does not expire and 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).

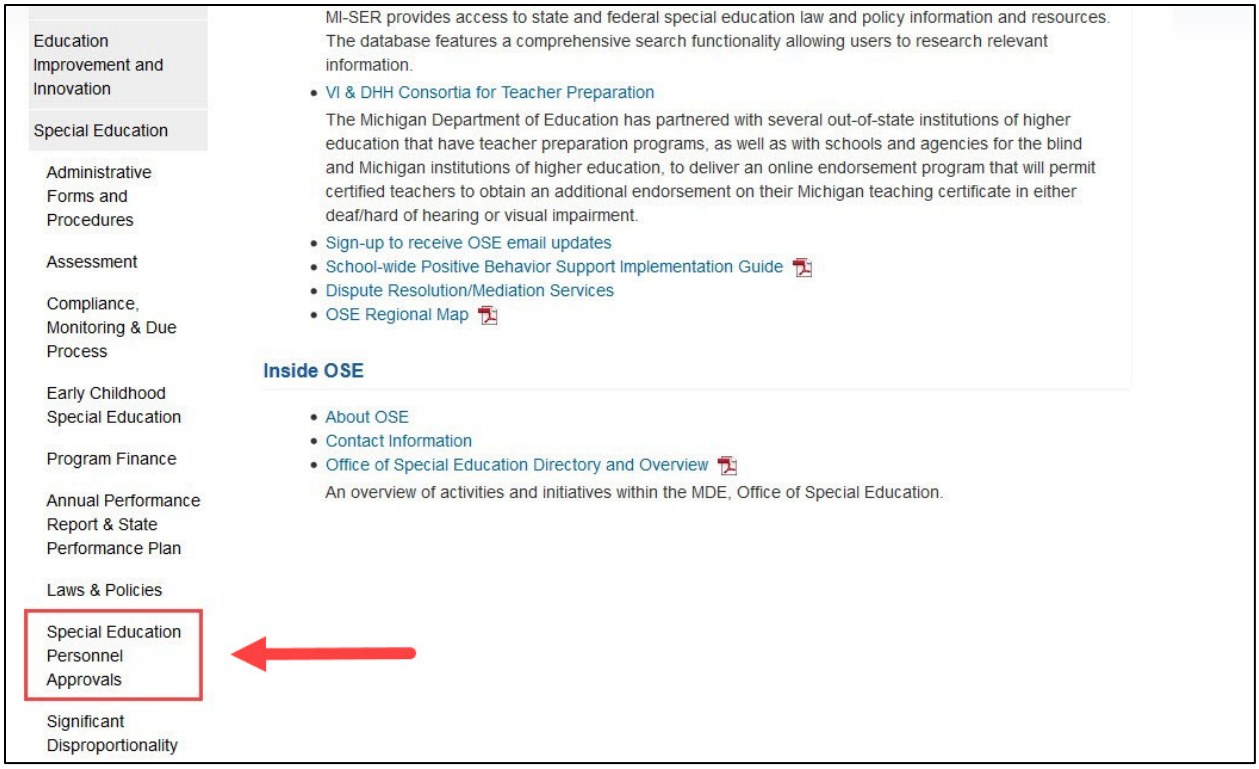

Figure 1. Special Education Personnel Approvals menu item on the Michigan Department of Education, Office of Special Education website.

Intermediate School Districts Requesting Approval

Follow the steps below in the order they appear.

Step 1 for ISD: Initiate 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 **Administrator** category from the drop-down menu. Choose from one of three approval type options:
    - Temporary Approval for Supervisor of Special Education
    - Continuing Temporary Approval for Supervisor of Special Education
    - Full Approval for Supervisor of Special Education
- 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.

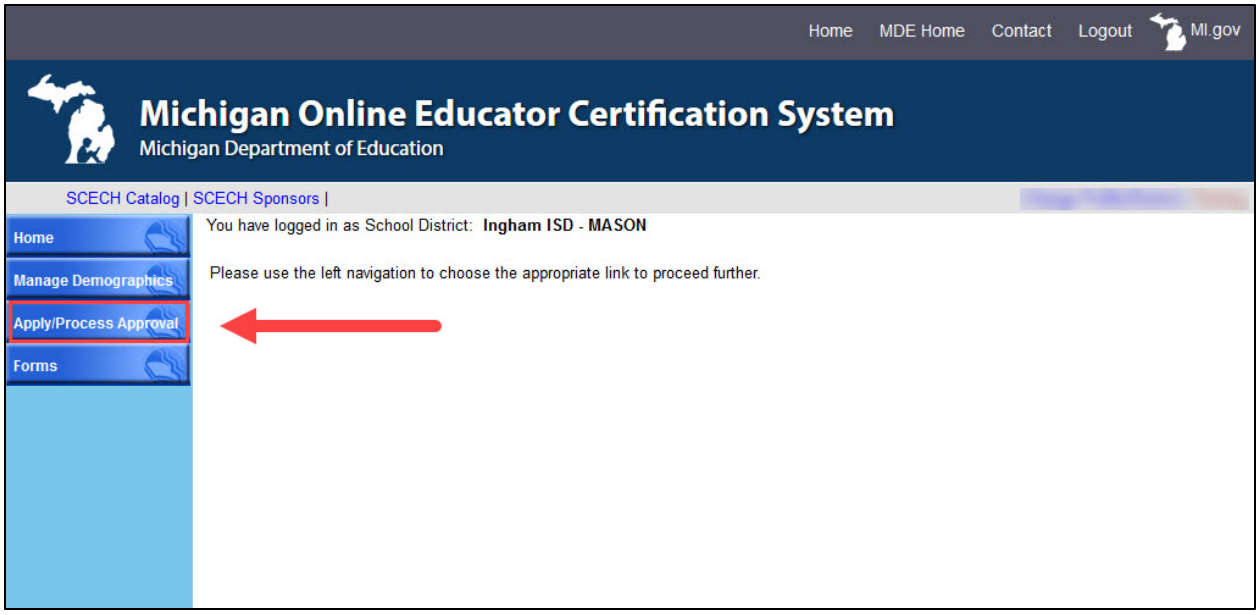

Figure 2. Apply/Process Approval menu item on the MOECS home page for the intermediate school district.

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.

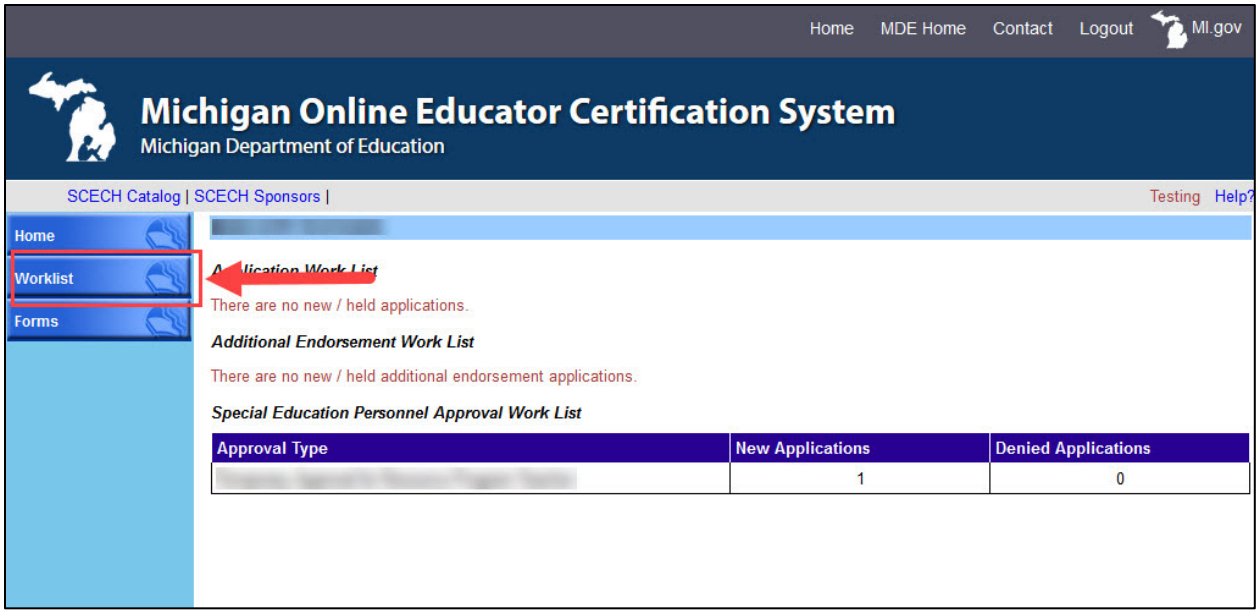

Figure 3. Worklist menu item on the MOECS home page for the teacher preparation institution.

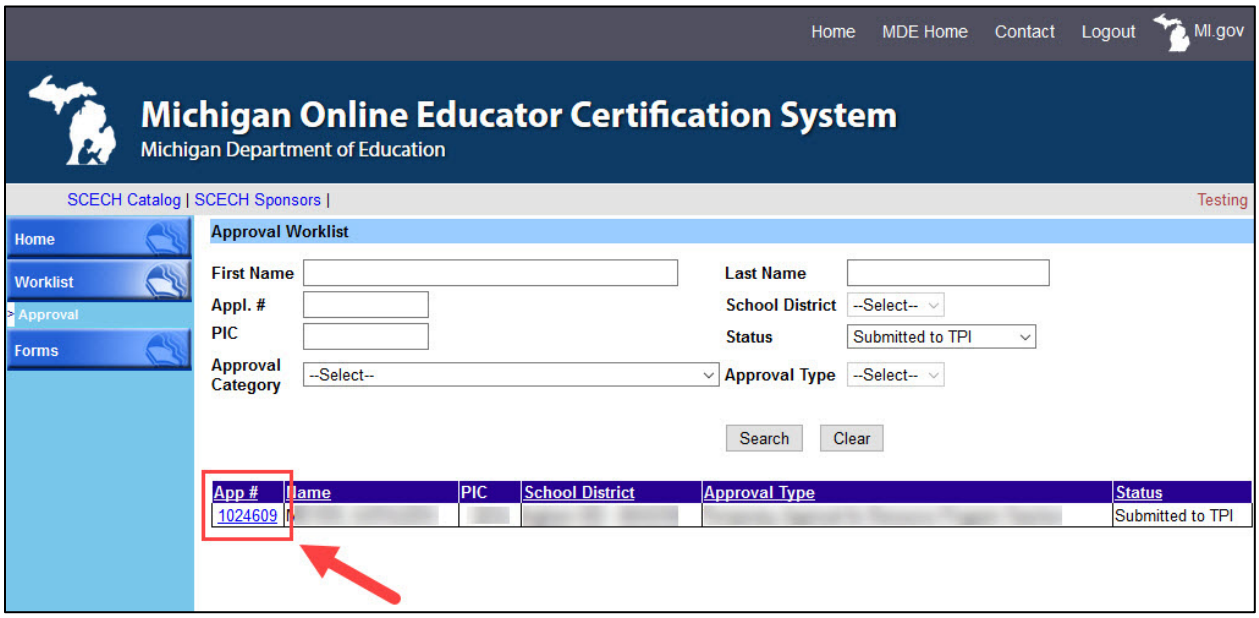

Figure 4. Candidate's application number in the Approval Worklist.

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 approved, and the ISD will receive an email confirmation.
  - If denying, provide a reason for the denial and click **Submit**.

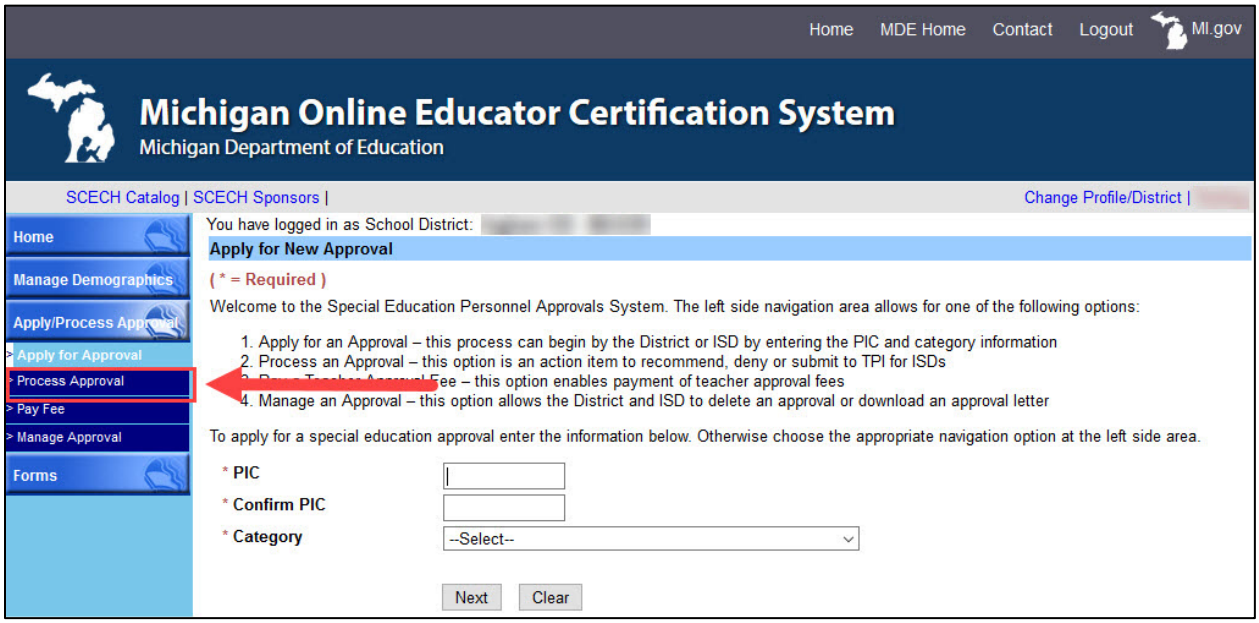

Figure 5. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

Step 4 for ISD: Download the Approval Letter

- If the application is approved, 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 6).
- Enter the candidate's PIC. Select the **Administrator** category from the drop-down menu. Choose from one of three approval type options:
    - Temporary Approval for Supervisor of Special Education
    - Continuing Temporary Approval for Supervisor of Special Education
    - Full Approval for Supervisor of Special Education
- 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.

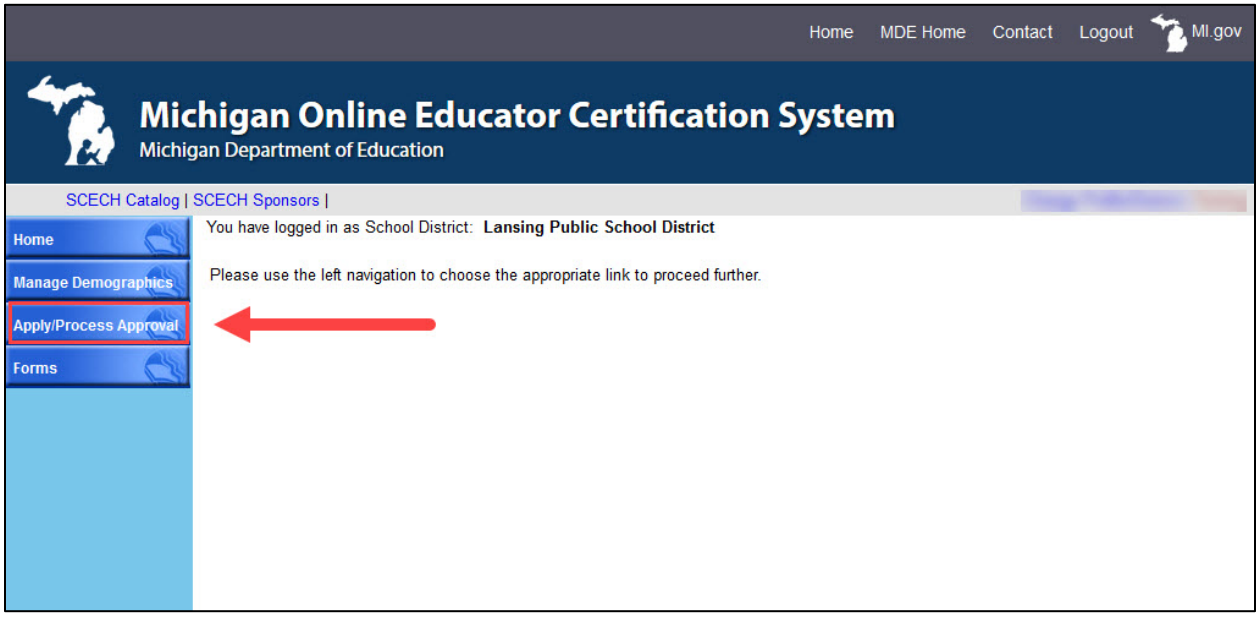

Figure 6. Apply/Process Approval menu item on the MOECS home page for the school district.

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 7). 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, 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.

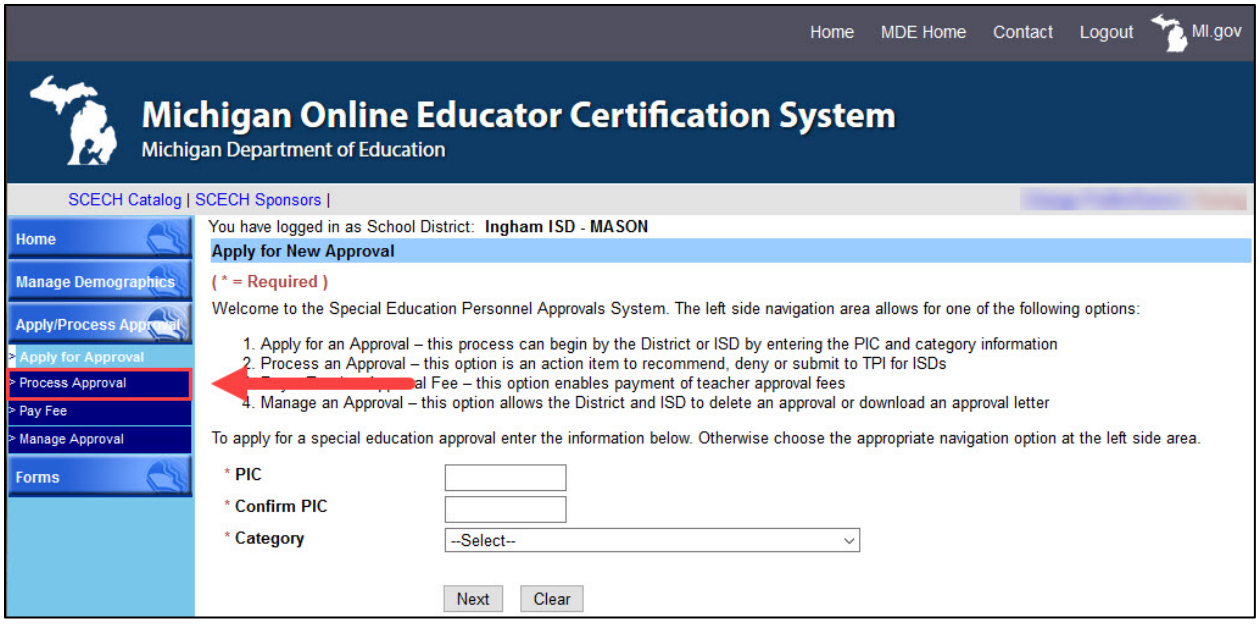

Figure 7. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

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 8).
  - 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 9), 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.

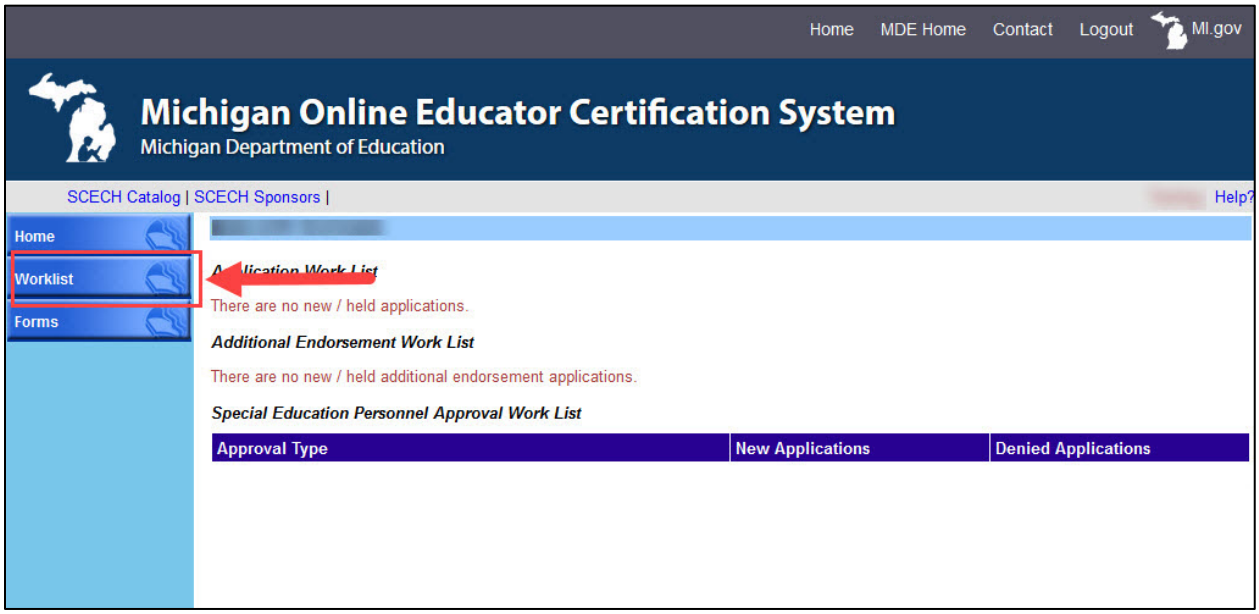

Figure 8. Worklist menu item on the MOECS home page for the teacher preparation institution.

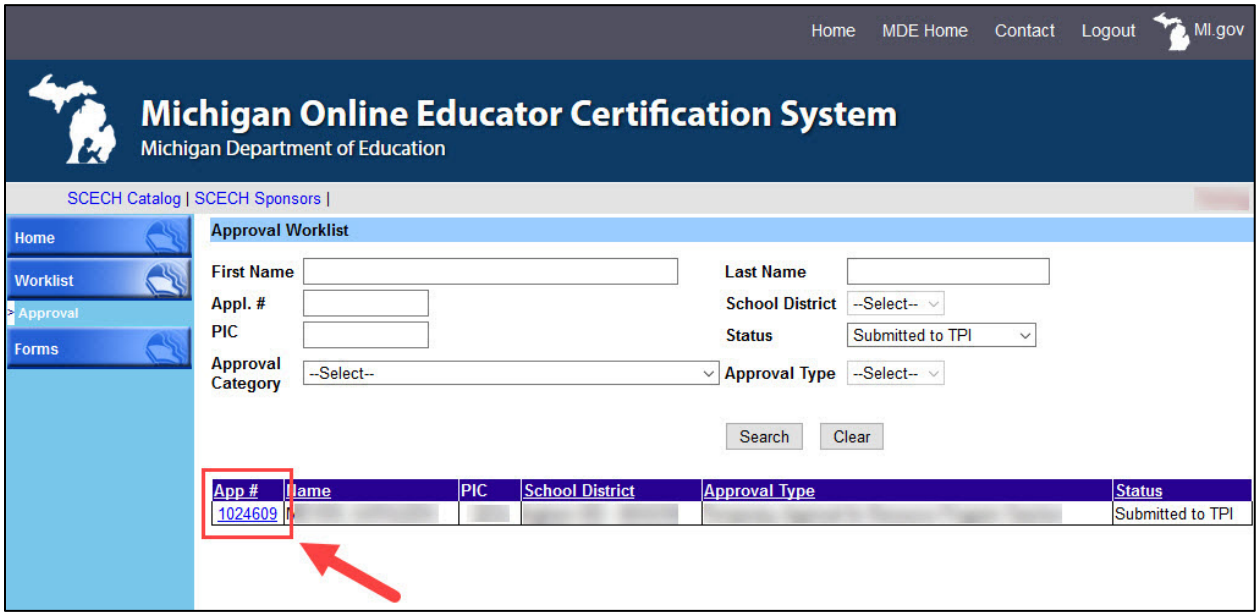

Figure 9. Candidate's application number in the Approval Worklist.

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**.
    - 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.

Step 5 for School District: Download the 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.