

TEMPORARY APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION

(For candidates initiating their own approval request)

PROCEDURES:

To apply for approval, access the Special Education Personnel Approvals at www.michigan.gov/mde. Under "Programs & Offices" in the left-hand menu, click on "Special Education" and then choose "Special Education Personnel Approvals," also on the left.

NOTE:

This option is only available for candidates who have completed a Director of Special Education Program in Michigan.

A request for Special Education Director Temporary Approval may be initiated by a candidate if he or she is NOT employed as a director of special education.

The candidate will:

- Initiate the request by completing the application form found on the Special Education Personnel Approvals website.
- The candidate may only initiate the request when the candidate has completed all of the following program requirements (as stated in rule 340.1771 of the *Michigan Administrative Rules for Special Education*):
 - A master's degree or higher.
 - Full approval in at least one area of special education.
 - Three years of successful professional practice or administrative experience in special education, or a combination of practice and experience.
 - Verification from a Michigan university/college approved for the preparation of special education directors indicating that all educational requirements for a special education director have been met, which entails a minimum 30 semester or equivalent hours of graduate credit and a successful 200-clock-hour practicum in special education administration.
- Send documentation for the above requirements, including an official transcript, to the Michigan Department of Education (MDE), Office of Special Education (OSE) address provided on the application form.

