

TEMPORARY APPROVAL FOR SUPERVISOR 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 Supervisor of Special Education Program in Michigan.

A request for Special Education Supervisor Temporary Approval may be initiated by a candidate if he or she is NOT employed as a supervisor 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 340.1772 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 experience in special education.
 - Verification from a Michigan university/college approved for the preparation of special education supervisors indicating that all educational requirements for special education supervisor have been met, which entails a minimum of 12 semester or equivalent hours of graduate credit in a supervisor of special education program.
- 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.