

## DPPD Instructions - School District/Employer Guidance

The purpose of this document is to help employers in the understanding of the two pieces of documentation (DPPD Form and DPPD log) necessary for DPPD *not entered* by districts as SCECHs into MOECS. School/school district, public school academy, and non-public school employers play an integral role in helping educators renew/progress their certificates by authenticating the District Provided Professional Development (DPPD). Beginning July 1, 2020, any DPPD to be used for recertification must be entered by the districts as State Continuing Education Credit Hours (SCECHs) into the Michigan Online Educator Certification System (MOECS). Educators will still be able to utilize DPPD occurring prior to July 1, 2020 that they have entered into their log in MOECS for recertification.

1. Educators selecting to use DPPD for recertification must have the District Provided Professional Development Form (DPPD Form) completed by their employing school/school district, public-school academy, or non-public school (page 2).
2. Additionally, the printed log of DPPD entered by the educator into the [Michigan Online Educator Certification System](#) (MOECS) must be initialed by the principal or designee and accompany the DPPD Form.

As the employer, districts are required by law to provide professional development in accordance with [MCL 380.1527](#) to all teachers. Professional development at the school level is documented in the Education Entity Master (EEM). Although DPPD used for recertification must reported as SCECHs after July 1, 2020, DPPD occurring prior to July 1, 2020 must be documented in MOECS by individual educator. The district principal or school district designee is responsible for authenticating DPPD by reviewing and verifying all the following:

1. The DPPD hours were provided by the school/district as required by [MCL 380.1527](#).
2. The educator completed the DPPD hours for the years listed on the form and attendance can be verified.
3. The employer maintains sufficient documentation of each DPPD activity for auditing purposes.
4. Each DPPD activity listed is appropriate to the grade level and content endorsement(s) of the educator's certificate and was completed with the employer's approval.
5. The educator used descriptive titles for each DPPD activity listed on the DPPD log. Generic activity titles such as PLC, District PD, Staff Development, etc. are not acceptable.
6. [Education-Related Professional Learning](#) hours earned through DPPD must be appropriate to the grade level and endorsement areas for which the educator is certified.

The DPPD Form used by educators is included with this guidance document. The DPPD log is printed by the educator directly from MOECS. It shows all DPPD entered by the educator. If the employer cannot verify a DPPD activity or activities, the educator must remove the activity or activities from MOECS and print a new DPPD log to submit to the employer for review.

Educators employed in non-public schools wishing to use DPPD must contact their employer directly to discuss their options. Non-public school employees may use DPPD if the non-public school agrees to meet the criteria outlined in the [February 24, 2015 memorandum](#) and also agrees to auditing and documentation requirements using the [Non-public District Provided Professional Development OPT-In/Out form](#).

An employing school/school district, public-school academy, or non-public school opting not to follow this process can elect to utilize the State Continuing Education Clock Hour (SCECH) process for documenting and tracking district provided professional learning opportunities. Information on SCECHs, and how to submit programs, can be found on the [SCECH and DPPD page](#) of MDE website.

## DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT FORM

### To be completed by the Educator:

*Advisory: [MCL 380.1809](#) (4) In addition to any other penalty provided by law, a person who uses or attempts to use a college or university transcript or a certificate or other credential that he or she knows is fraudulently obtained, altered, or forged, or who uses or attempts to use as his or her own a college or university transcript or a certificate or other credential that he or she knows is that of another person, to obtain a teaching certificate, school administrator's certificate, or state board approval in this state is guilty of a misdemeanor.*

DPPD:  is appropriate to the grade level endorsement(s) or specialty area I hold.

Teacher PIC or SSN: \_\_\_\_\_ School Years (1 or more): 20\_\_\_\_ - 20\_\_\_\_

Name of Teacher: \_\_\_\_\_  
(PRINTED)

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

School/District Where Employed: \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

### To be completed by the Principal or School District Designee:

By my signature, I verify:

1. These DPPD hours were provided by this school/district, as required by [MCL 380.1527](#).
2. The educator has completed DPPD hours for the years listed above totaling: \_\_\_\_\_
3. The school/district maintains sufficient documentation of each DPPD activity for auditing.
4. Each DPPD activity is appropriate to the grade level and content endorsement(s) of this educator's certificate and was completed with this school/district's approval.
5. I have initialed each page of the attached list of DPPD hours.

Principal/School Designee Name: \_\_\_\_\_  
(PRINTED)

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_