

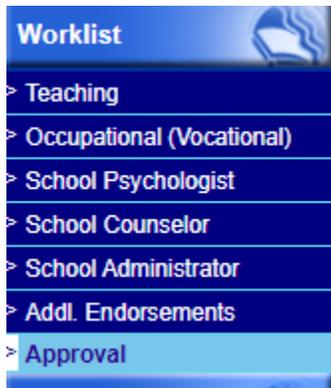
EPP Processing Special Education Teacher Approvals

This document provides a step-by-step guide for Michigan Educator Preparation Providers (EPP) certification officers or staff to process [Special Education Teacher Approvals](#). Applications for approvals are submitted by Michigan school districts on behalf of educators. The educator must meet the requirements for the approval which are stipulated in the [Michigan Administrative Rules for Special Education](#) (MARSE).

It is important to note that a Special Education Teacher Approval does not add a special education endorsement to a teacher's certificate, but rather provides flexibility. It allows a school to employ a certified teacher without a special education endorsement in a temporary special education placement.

Complete the following steps to review applications for approvals:

1. Go to the [Michigan Online Educator Certification System](#) (MOECS) and log in with your login name and password. If you do not have access to MOECS, complete and submit the [Access Form for Education Preparation Providers](#) following the directions on the electronic form.
2. Once logged in, click *Worklist* on the left side of the screen and then choose *Approval*.



3. Next, click *Search*.

Approval Worklist

First Name Last Name

Appl. # PIC

Status

Approval Category

Approval Type



Selecting *Search* will display all approvals submitted to the institution from employing school district(s). The Michigan Department of Education (MDE) recommends checking the approvals worklist frequently as EPPs are not notified each time an application is submitted.

App #	Name	PIC	School District	Approval Type	Status
			Grand Blanc Community Schools	Full Approval for Supervisor of Special Education	Submitted to TPI
			Allegan Area Educational Service Agency	Temporary Approval Teacher	Submitted to TPI

- Click on the application number to access the submitted application.
- Review the information on the application and then choose the appropriate *Action (Deny or Recommend)* to be taken.

Approval Application History

Action	Status	Email Sent	Modified By	Action Date
Submitted to TPI by ISD	Submitted to TPI	No		November 11, 2020
Application Created	Submitted to ISD	No		November 3, 2020

* Action

Remarks

Deny

Recommend (characters)

6. Click *Submit* to submit your action. You will receive the following notification after recommending the approval:

Approval Application Detail

Message(s)

Application **529546** has been recommended for approval. The application will appear in the ISD work list and the ISD will need to approve or deny the application.

If the application is denied instead of recommended, a reason must be specified in the *Remarks* field.

Renewal information, including steps for EPPs to recommend for a renewal, can be found in the [Special Education Teacher Approval Renewals](#) guidance.

Additional guidance on approvals can be found on the [Special Education Personnel Approval System](#) webpage.

Contact Information: [MDE Office of Special Education Personnel Approvals Contact](#)