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

Temporary, Continuing Temporary, and Full Approval Last updated: 8/29/17



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).

- 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.
- 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.
- 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 <u>Create a New MEIS Account</u> <u>page</u> (cepi.state.mi.us/meis/createnewaccount.aspx).
- A completed and approved MEIS security agreement. Complete the applicable agreement below.
 - <u>School District Security Agreement Form to Access Approvals [PDF]</u>
 - <u>Public School Academy Security Agreement Form to Access Approvals</u> [PDF]
 - <u>Teacher Preparation Institution Security Agreement Form to Access</u> <u>Approvals [PDF]</u>

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 <u>MDE, OSE website</u> (michigan.gov/specialeducation).
 - 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).

Education Improvement and Innovation	 MI-SER provides access to state and federal special education law and policy information and resources. The database features a comprehensive search functionality allowing users to research relevant information. VI & DHH Consortia for Teacher Preparation
Special Education	The Michigan Department of Education has partnered with several out-of-state institutions of higher education that have teacher preparation programs, as well as with schools and agencies for the blind and Michigan institutions of higher education, to deliver an online endorsement program that will permit
Forms and Procedures	certified teachers to obtain an additional endorsement on their Michigan teaching certificate in either deat/hard of hearing or visual impairment.
Assessment	 Sign-up to receive OSE email updates School-wide Positive Behavior Support Implementation Guide 12
Compliance, Monitoring & Due	 Dispute Resolution/Mediation Services OSE Regional Map 1/2
Process	Inside OSE
Special Education	About OSE Contact Information
Program Finance	Office of Special Education Directory and Overview
Annual Performance	An overview of activities and initiatives within the MDE, Office of Special Education.
Performance Plan	
Laws & Policies	
Special Education Personnel Approvals	←
Significant Disproportionality	

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 dropdown 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).
 - o 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.

		Home	MDE Home	Contact	Logout	MI.gov
	Higan Online Educator Certification	ōyste	m			
SCECH Catalog	SCECH Sponsors			1000	- 10 March	
Home	You have logged in as School District: Ingham ISD - MASON					
Manage Demographics	Please use the left navigation to choose the appropriate link to proceed further.					
Apply/Process Approval						
Forms						

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 lefthand 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.
 - o 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.

		Home	MDE Home	Contact	Logout	MI.go	v
	:higan Online Educator Certificati	on Syste	m				
SCECH Catalog	SCECH Sponsors					Testing He	lp?
Home Worklist	Additional Endorsement Work List There are no new / held applications. Additional Endorsement Work List There are no new / held additional endorsement applications. Special Education Personnel Approval Work List						
	Approval Type	New Application	S	Denied A	pplication	S	
		1			0		

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

	Home MDE Home Contact Lo	ogout 🐴 MI.gov
	:higan Online Educator Certification System	
SCECH Catalog	SCECH Sponsors	Testing
Home	Approval Worklist	
Worklist Approval Approval Forms	First Name Last Name Appl. # School District PIC Status Submitted to TPI Approval Category Select Search Clear	
	App # Iame PIC School District Approval Type	<u>Status</u>
	1024609	Submitted to TPI

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 dropdown 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.

				H	lome	MDE Home	Contact	Logout	MI.gov
	higan Online Jan Department of Educa	Educator	r Certific	ation Sy	ste	m			
SCECH Catalog	SCECH Sponsors						Chang	ge Profile/D	istrict
Home	You have logged in as Scho Apply for New Approval	ol District:							
Manage Demographics Apply/Process Approval Process Approval Process Approval Pay Fee Manage Approval Forms	(* = Required) Welcome to the Special Ed 1. Apply for an Approval 2. Process an Approval 4. Manage an Approval To apply for a special education * PIC * Confirm PIC * Category	I – this process can b – this option is an ac Lee – this option – this option allows th this option allows th this option allows the Comparison of the second – this option allows the this op	pprovals System. Ti begin by the Distric tion item to recom enables payment o he District and ISD e information below	he left side navigati t or ISD by entering mend, deny or sub f teacher approval t to delete an appro v. Otherwise choose	ion area g the Pl mit to 1 fees wal or d e the ap	a allows for one o IC and category TPI for ISDs lownload an app ppropriate navig:	of the followi information roval letter ation option a	ng options: at the left si	ide area.

o 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.
 - o 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 dropdown menu. Choose from one of three approval type options:
 - Temporary Approval for Supervisor of Special Education
 - o Continuing Temporary Approval for Supervisor of Special Education
 - o 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.

		Home	MDE Home	Contact	Logout	MI.gov
	higan Online Educator Certification	Syste	m			
SCECH Catalog	SCECH Sponsors					
Home	You have logged in as School District: Lansing Public School District					
Manage Demographics	Please use the left navigation to choose the appropriate link to proceed further.					
Apply/Process Approval	←					
Forms						

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.

Michigan Department of Education, Office of Special Education

- 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**.
 - o 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.

					Home	MDE Home	Contact	Logout	MI.gov
	higan Online Ec	lucator (Certific	ation S	yste	m			
SCECH Catalog	SCECH Sponsors						10.00	1.000	and the state
Home AS	You have logged in as School Dist	rict: Ingham ISD	- MASON						
	Apply for New Approval								
Manage Demographics	(* = Required)								
	Welcome to the Special Educatio	n Personnel Appro	wals System. T	he left side navig	ation area	a allows for one o	of the followi	ng options:	
Аррулносезь Арр	1. Apply for an Approval – this	s process can begi	in by the Distric	t or ISD by enter	ing the P	IC and category	information		
Apply for Approval	2. Process an Approval – this	option is an action	n item to recom	mend, deny or s	ubmit to	TPI for ISDs			
Process Approval	4. Manage an Approval – this	e – this option ena option allows the I	District and ISD	of teacher approva) to delete an app	aitees provalord	lownload an app	roval letter		
> Pay Fee									
> Manage Approval	To apply for a special education a	pproval enter the in	nformation below	v. Otherwise cho	ose the a	ppropriate naviga	ation option a	at the left s	ide area.
Forms	* PIC								
	* Confirm PIC								
	* Category	Select			~				
9									
		Next Clear							

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 lefthand 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.
 - o If recommending, click **Submit**.

- o 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.

		Home	MDE Home	Contact	Logout	MI.gov
	:higan Online Educator Certificatio	on Syste	m			
SCECH Catalog	SCECH Sponsors					Help?
Home	Additional Endorsement Work List There are no new / held applications. Additional Endorsement Work List There are no new / held additional endorsement applications. Special Education Personnel Approval Work List					
	Approval Type	New Applications	;	Denied A	pplication	S

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

		Home MDE Home Contact	Logout 🐴 MI.gov
	higan Online Educator Certif	fication System	
SCECH Catalog	SCECH Sponsors		
Home 💦	Approval Worklist		
Worklist S Approval Forms S	First Name Appl. # PIC Approval CategorySelect	Last Name School District Status Submitted to TPI Approval Type Search	
	App # 11ame PIC School District 1024609	<u>Approval Type</u>	Status Submitted to TPI

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 dropdown 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.
 - o Click the radio button next to the candidate's name.
 - Choose **Download Approval Letter** from the drop-down list below the table.
 - o Click **Go**.
 - Download and distribute the letter. The school district is responsible for distributing the letter to the candidate.