



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 4, 2024

TO: Michigan School Social Worker Preparation Programs and Educator Preparation Providers

FROM: Kelli Brozanski, Interim Director, Office of Educator Excellence *KB*
Teri Rink, Director, Office of Special Education *TR*

SUBJECT: School Social Worker Certification Code Changes

The Michigan Department of Education (MDE) is pleased to announce an update to the [School Social Worker Certification Code](#).

Effective June 27, 2024, MDE is transitioning from the School Social Worker Approval system to School Social Worker Certificates. The new School Social Worker Certificates are multi-level, renewable credentials. The table below provides general information on each level of certification, its corresponding credential in the outgoing Approval system, the validity period for each certificate type, and renewal requirements. More detailed information can be reviewed by accessing the [School Social Worker Credentials webpage](#).

Approval System (Old)	Certification System (New)	Term of Validity (Year)	Renewable
Waiver (no longer available)	School Social Worker Permit	1	One-time, when renewal requirements are met
Temporary & Continuing Temporary Approval	Preliminary School Social Worker Certificate	3	One-time when renewal requirements are met
Full Approval	Professional School Social Worker Certificate	5	Indefinitely, when renewal requirements are met

STATE BOARD OF EDUCATION

PAMELA PUGH – PRESIDENT • ELLEN COGEN LIPTON / TIFFANY D. TILLEY – CO-VICE PRESIDENTS
JUDITH PRITCHETT – SECRETARY • MARSHALL BULLOCK II – TREASURER
MITCHELL ROBINSON – NASBE DELEGATE • TOM MCMILLIN • NIKKI SNYDER

Below are the highlights of the changes that will impact you as a school social worker preparation program and an educator preparation provider (EPP).

1. Eligibility for a School Social Worker Certificate will not be attached to employment, as School Social Worker Approvals have been.
2. Employers will no longer apply for Approvals for a school social worker. Individuals will apply directly for certification by logging into the [Michigan Online Educator Certification System](#) (MOECS).
 - EPPs will no longer need to provide an eligibility letter (310 form) for candidates but an EPP may opt to do so. Once a candidate applies for a new School Social Worker Certificate, a verification request will be sent to the EPP designated on the candidate's application in MOECS.
 - Applicants will respond to professional practices questions as part of the application process. If an applicant responds yes to any of these questions, the application will be forwarded to the Office of Educator Excellence's Data and Accountability Unit for professional practices review prior to the application becoming available in the EPP's School Social Worker Worklist. The EPP will communicate directly with the applicant to request any necessary documentation needed for an application review by the EPP.
 - EPPs will determine eligibility for certification and recommend school social worker candidates for approval of a Preliminary or Professional School Social Worker Certificate, as applicable.
3. Waivers to employ individuals who are completing school social worker preparation coursework are no longer available. Intermediate school districts (ISDs), local education agencies (LEAs), or employers may apply for a School Social Worker Permit through MOECS for those who are completing preparation coursework and/or clinical practice hours and have fulfilled all applicable requirements for a School Social Worker Permit.
 - Once an ISD/LEA or employer applies, EPPs will verify that the individual for whom the permit was requested has been enrolled in or accepted for enrollment in a school social worker preparation program. EPPs will complete this verification through the School Social Worker Worklist on MOECS.
 - When an ISD/LEA applies for a renewal of a permit, EPPs will verify that the individual has made progress toward program completion.
4. The School Social Worker Worklist on MOECS will be accessible exclusively to certification officers at EPPs, who are typically housed within the school or college of education. Certification officers and school social worker preparation program representatives will need to coordinate to verify candidates' eligibility for School Social Worker Certificates and Permits.
5. Once issued, School Social Worker Certificates/Permits may be applied for and [renewed](#) after renewal requirements are fulfilled.

Page 3
October 4, 2024

Both approvals and certification systems will be operational during the 2024-25 academic year until July 1, 2025. School social worker preparation programs should be prepared to continue issuing the eligibility letter (310 form) for School Social Worker Approvals and collaborate with the school of education to verify program completion for School Social Worker Certificate applications.

For inquiries, please contact MDE-EducatorHelp@Michigan.gov.