



Temporary Approval for Out-of-State Trained Personnel

Candidates for certain out-of-state trained personnel need temporary approval from the Michigan Department of Education (MDE), Office of Special Education (OSE) to work in school districts in Michigan. Temporary approval is required for the following positions before being granted full approval:

- Director of Special Education
- Supervisor of Special Education
- School Social Worker

To seek temporary approval, candidates are responsible for submitting a set of materials to the MDE. The materials include information about the candidate's background and training program.

This document outlines the policy, criteria, and procedures for receiving temporary approvals.

Author: Michigan Department of Education, Office of Special Education

Last updated: 11/13/18

Supervisor or Director of Special Education

Policy

1. There is no requirement for school districts to search for candidates with full approval; districts can hire candidates with a temporary approval.
2. Temporary approval is transferable between employers in Michigan.
3. Temporary approval expires at the end of the school year for which it is issued.
4. The *Michigan Administrative Rules for Special Education* (MARSE) R 340.1771–340.1772 outline the requirements for director and supervisor of special education personnel.
5. A candidate must first meet all of the criteria before initiating a request for approval.
 - If a candidate received out-of-state training which does not meet the full requirements, the candidate may complete the requirements with an in-state training program and then seek approval as an in-state trained candidate.



Required Criteria and Documentation

1. Master's degree or higher (with copy of a diploma or transcripts).
2. One of the following credentials:
 - a. Michigan special education teaching endorsement (with copy of a valid Michigan teaching certificate).
 - b. Full approval in at least one area of special education (with copy of a professional credential or valid Michigan teaching certificate).
 - c. Other credential for professional personnel under R 340.1792 (with copy of a professional credential).
3. Three years of prior experience.
 - a. Directors of special education must have three years of successful professional practice or administrative experience in special education, or combination of practice and experience.
 - b. Supervisors of special education must have three years of successful experience in special education.
4. Completion of required training from an out-of-state training program for special education administrators (with transcripts or other documentation).
 - a. Directors of special education must complete:
 - i. 30 semester hours (or the equivalent of 30 semester hours) of graduate credit in a program designed to ensure competency in the areas specified in R 340.1771.
 - ii. A 200 clock hour practicum in special education.
 - b. Supervisors of special education must complete:
 - i. 12 semester hours (or the equivalent of a 12 semester hours) of graduate credit in a program designed to ensure competency in the areas specified in R 340.1772.
5. Recommendation from the out-of-state training institution (provided in the competency-based evaluation form).

Procedures

1. The candidate must provide the out-of-state training institution with a copy of the competency-based evaluation form. The forms for directors and supervisors can be found by going to the [MDE, OSE website](http://michigan.gov/specialeducation) (michigan.gov/specialeducation) and clicking on **Special Education Personnel Approvals** in the left-hand menu. The forms are on the Special Education Personnel Approvals page.
2. The training institution completes and submits to the OSE the competency-based evaluation form and recommendation. The institution may also provide a copy to the candidate.
3. The training institution submits the candidate's official transcripts to the OSE.



4. The candidate submits all other required documentation outlined in the criteria above to the OSE with a request for temporary approval. Send materials to:

Sungti Hsu
hsus@michigan.gov
517-241-4546
Office of Educator Excellence
Michigan Department of Education
608 W. Allegan Street
Lansing, MI 48915

5. The OSE will review the request and provide a letter of approval or denial to the candidate.

School Social Worker

Policy

1. Temporary approval is transferable between employers in Michigan.
2. Temporary approval expires at the end of the school year for which it is issued.
3. A request for approval must be received by the OSE during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
4. Temporary approval as a School Social Worker in Michigan is effective from the beginning of the school year in which it is requested, the date that the candidate completed all training requirements, or the date of employment in the position of School Social Worker, whichever is later.
5. The *Michigan Administrative Code* R 340.1011–340.1017 outline the role and requirements for a school social worker. R 340.1015 states that:
 - Applicants who were trained out of state “shall present evidence of having fulfilled all of the requirements established for applicants who have been educated at a Michigan college or university approved by the department of education,” and have graduated from “an institution of higher education in the area of school social work.”
6. A candidate must first meet all of the criteria before initiating a request for approval.

Required Criteria and Documentation

1. Master’s degree from an out-of-state accredited school of social work (with copy of a diploma or transcripts).



2. Completion of a 500 clock hour supervised social work practicum (verified in the competency-based evaluation form provided by the out-of-state school of social work).
3. Recommendation from the out-of-state school of social work that verifies the candidate's experience with competencies in the area of school social work (provided in the competency-based evaluation form).

Procedures

1. The candidate must provide the out-of-state school of social work with a copy of the competency-based evaluation form. The form for school social workers can be found by going to the [MDE, OSE website](http://michigan.gov/specialeducation) (michigan.gov/specialeducation) and clicking on **Special Education Personnel Approvals** in the left-hand menu. The forms are on the Special Education Personnel Approvals page.
2. The training institution completes and submits to the OSE the competency-based evaluation form and recommendation. The institution may also provide a copy to the candidate.
3. The school of social work submits the candidate's official transcripts (showing completion of a Master's degree) to the OSE.
4. The candidate submits a vita or resume describing his or her academic and professional career to the OSE. Send materials, along with a request for temporary approval, to:

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hsus@michigan.gov
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Office of Educator Excellence
Michigan Department of Education
608 W. Allegan Street
Lansing, MI 48915

5. The OSE will review the request and provide a letter of approval or denial to the candidate.