



Temporary Approval for Out-of-State Trained Personnel

Michigan Department of Education Office of Special Education
December 2025

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

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.

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.
 - a. 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.
 - b. A 200 clock hour practicum in special education.
 - i. Supervisors of special education must complete:
 - c. 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

- The candidate must provide the out-of-state training institution with a copy of the standard-based evaluation form. The forms for directors and supervisors can be found on the [MDE OSE Special Education Personnel Approvals website](#).

- The training institution completes and submits to the OSE the standard-based evaluation form and recommendation. The institution may also provide a copy to the candidate.
- The training institution submits the candidate's official transcripts to the OSE.
- The candidate submits all other required documentation outlined in the criteria above to the OSE with a request for temporary approval. Send materials to:
 - Dana Billings
billingsd1@michigan.gov
Office of Special Education
Michigan Department of Education
608 W. Allegan Street
Lansing, MI 48915
- The OSE will review the request and provide a letter of approval or denial to the candidate.