

New Administrative Rule Changes District Provided Professional Development (DPPD)

The New Administrative Rules that govern educator certificates were adopted May 18, 2012 by the legislature. Teachers renewing their Professional Education Certificates or Occupational Education Certificates may now use the professional development that is provided by school districts in compliance with PA 289, 1995 Section 380.1527. Using documentation of their participation in the Professional Development provided by their district each year, teachers can use up to 30 hours for certificate renewal. For consistency, we have set six hours to equal one school day.

To utilize these credits, teachers will fill out a form documenting their participation in programs the district has provided in compliance with PA 289, 1995 Section 380.1527. We require forms signed by the principal or district designee, and then uploaded onto their MOECS accounts (upload access will available soon). The district provided professional development also must be added to the Michigan Online Educator Certification System (MOECS) on the "View/Update Professional Dev Data" page in their accounts. MOECS will add the district provided professional development hours to the college credits and/or state continuing education clock hours (SCECH/SB-CEUs) in their accounts. Professional/Occupational Education Certificates require a total of 180 clock hours for renewal. For your reference, one college semester credit is the equivalent of 30 hours.

There is a special option - If teachers have completed all 5 days of the district provided professional development for the 5 years prior to the expiration date on their certificates, they will be able to renew with those hours only. If they have **not** completed all 5 days, all 5 years, of the district provided professional development, the hours they have completed will be counted as clock hours along with any other credits they receive, but they will be required to complete the total 180 hours.

The District Provided Professional Development programs do not have to go through the SB-CEU/SCECH and Secure Central Registry system, but can if a district so chooses. Individual teachers are responsible for keeping track of their own DPPD and reporting it separate from college credits and SB-CEUs/SCECHs for certificate renewal and advancement.



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

February 21, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents and Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Guidance for District Provided Professional Development Used for Professional and Occupational Certificate Renewal

Recent changes in the Teacher Certification Code (MCL §390.1132(c) and §390.1135(1)(c)) enable Michigan teachers to utilize District Provided Professional Development (DPPD) for the purpose of Professional and Occupational certificate renewal. For purposes of compliance with MCL §390.1132(c) the five days of required professional development are equivalent to 30 clock hours. This will allow local districts more flexibility in providing quality, sustained professional development throughout the year with less focus on one day speakers or activities.

District "provided" means professional development offered in compliance with state law and/or that the district has supported the teacher either by providing a substitute teacher, paying conference or workshop expenses or registration fees, or providing released time for attendance at professional development activities. This includes time provided for teachers to work in professional learning communities, examining actual student data in their own school.

The Michigan Department of Education (MDE) will routinely audit districts to verify that the information provided by teachers to renew their Professional and Occupational certificates is accurate.

Quality of DPPD

The quality of DPPD has become even more critical now that it can be used by teachers to renew Professional and Occupational certificates. Districts should refer to the document entitled, "*Guidelines for Professional Development that Qualifies for Michigan Legislative Requirements*" before offering DPPD to fulfill this purpose. This document can be found on the

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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Office of Professional Preparation Services website at
http://www.michigan.gov/mde/0,4615,7-140-6530_5683_5703---,00.html. DPPD
should be:

- Relevant, on-going and job-embedded;
- Specific to the teacher's needs;
- Aligned to the School Improvement Plan and individual professional development plans (as appropriate); and
- Focused on increasing student learning.

Documentation for DPPD District-Level Audits

In order for a teacher to use DPPD for renewing a Professional or Occupational certificate, that teacher must have a *District Provided Professional Development Record for Certificate Renewal*. This document can be found at http://www.michigan.gov/mde/0,4615,7-140-6530_5683_5703-60168--,00.html. Both the district and teacher should keep a signed copy of this form. The form must be signed by the teacher's principal or a district designee in order to be valid. Upon signing the form, the principal/designee must verify the following:

1. The number of DPPD days or hours the teacher completed during the listed school year.
2. Sufficient documentation of each DPPD activity in case it is needed for a district audit of a teacher's DPPD.
3. The DPPD is appropriate to the grade level and content endorsement(s) of the teacher's certificate.

For questions regarding DPPD, please contact Ms. Leah Breen, Assistant Director, Office of Professional Preparation Services at (517) 373-3310.

cc: Michigan Education Alliance



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

January 10, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents and Public School Academy Directors

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Educator Certificate Renewal and Advancement

In March 2011, the state Auditor General's office issued an audit report of the Michigan Department of Education's (MDE) Office of Professional Preparation Services (OPPS), which included a finding and recommendation that "OPPS improve its certification reporting process to ensure that it identifies all school district teachers who have not renewed their teaching certifications or who have pending credentials greater than 90 days."

The guidance contained in this memo is part of OPPS's improved certification reporting process. The purpose of the guidance is to ensure timely processing of educator certificates and to avoid any lapse in validity which may jeopardize an educator's employment and/or result in a State Aid penalty for the employing school district. The employing school district is required by law to ensure that teachers are properly certificated. In addition, the Revised School Code, Act 451 of 1976 Section 380.1532(1), states that a teaching certificate is valid only if the certificate is signed and notarized, and a copy is filed with the superintendent of schools of the school district in which the teacher expects to teach.

The School Aid Act (M.C.L. § 388.1763 – Sec. 163 of Act 207 of P.A. 1990) states that a district that employs a teacher, administrator, or counselor who is not legally certificated in the subject areas and grade levels to which they are assigned shall have deducted the sum equal to the amount paid that individual for the period of non-certification or illegal employment. The school official who knowingly places an individual in that position may also be subject to a \$1,500 fine.

Michigan educator certificates expire on June 30 of a given year. The only exceptions include Temporary Teacher Employment Authorizations (one year validity), Two-year Extended Provisional Certificates (two year validity), and Continuing/Permanent Certificates, which remain valid indefinitely.

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Educators and employers can verify a certificate's expiration by utilizing the Michigan Online Educator Certification System (MOECS) or the Michigan educator public credential search:

www.michigan.gov/moecs

<https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx>

CURRENT ADMINISTRATIVE RULES

Provisional Certificate Holders

A teacher who holds a Michigan Provisional Certificate that expires June 30, 2013, must have completed the required semester credit hours to renew (9 for a first renewal or 18 for a second renewal). To advance to the Professional Education Certificate the teacher must have completed the credit requirement, experience requirement, and reading requirements. For detailed information on Provisional Certificate renewal requirements or advancement to the Professional Education Certificate, please reference the *Michigan Facts on Educator Certification* document found on the MDE website:

www.michigan.gov/teachercert

Note: A teacher with an expired certificate cannot be in a classroom teaching assignment, including teaching summer school.

New rules regarding the Provisional Certificate renewal and advancement to the Professional Education Certificate do NOT take effect until September 1, 2013, and therefore do not impact current Provisional Certificate holders with a June 30, 2013, expiration date.

Professional Education Certificate Holders

A teacher who holds a Michigan Professional Education Certificate that expires June 30, 2013, has a new option for renewal. As of May 18, 2012, the Michigan Professional Education Certificate can be renewed by completing one of the following, or a combination thereof that is equivalent to 6 semester credit hours:

- 6 semester hours in a planned course of study, or 6 semester credit hours appropriate to the grade level and content area of the certificate/endorsement, at any four-year or community college listed in the Directory of Michigan Institutions of Higher Education. *
- 180 State Continuing Education Clock Hours (SCECHs).
- 150 annual District Provided Professional Development (DPPD) hours in accordance with Michigan School Code Section 380.1527. The form is available in the MOECS.

* Credits completed at approved out-of-state four-year Educator Preparation Institutions (EPIs) are also acceptable.

Semester credits, SCECHs or DPPD must have been completed within the five year period preceding the date of application and after the issue date of the previous certificate.

REVISED ADMINISTRATIVE RULES

The following are changes that take effect on **September 1, 2013**, under the new Administrative Rules that govern teacher certification:

Provisional Teaching Certificate Renewals

First renewals of Provisional Certificates will require one or a combination of the following:

- Completion of 6 semester hours in a planned program from an approved educator preparation institution since the issue date of the initial Provisional Certificate. Previous rules required 9 semester hours.
- Completion of 180 SCECHs in approved professional development activities appropriate to the grade level and content endorsement(s) of the certificate held. The 180 clock hours must be earned since the issue date of the initial Provisional Certificate. Previous rules only allowed semester credit hours to renew.
- Combination of the semester credit hours and SCECHs since the issue date of the initial Provisional Certificate (1 semester credit hour = 30 SCECH).

Second renewals of Provisional Certificates will require one or a combination of the following:

- Completion of 6 semester hours in a planned program from an approved educator preparation institution since the issue date of the first Provisional Certificate renewal. Previous rules required 18 semester hours earned since the issue date of the initial Provisional Certificate.
- Completion of 180 SCECHs in approved professional development activities appropriate to the grade level and content endorsement(s) of the certificate held. The 180 clock hours must be earned since the issue date of the first Provisional Certificate renewal. Previous rules only allowed semester credit hours to renew.
- Combination of the semester credit hours and SCECHs since the issue date of the first Provisional Certificate renewal (1 semester credit hour = 30 SCECH).

Professional Teaching Certificates

To advance from the initial Provisional Certificate to the Professional Education Certificate an applicant will be required to present evidence that he or she has completed at least three years of successful teaching experience and one or a

combination of the following since the issue date of the initial Provisional Certificate and within the five year period preceding the date of application:

- 6 semester hours in a planned program at an approved EPI or six semester credit hours of academic credit appropriate to the grade level and content endorsement(s) of the certificate at any approved college or university.

Previous rules required the completion of 18 semester hours in a planned program.

Note: Master's degrees earned prior to initial certification cannot be utilized.

- 180 SCECHs in approved professional development activities appropriate to the grade level and content endorsement(s) of the certificate. This option was not available under previous rules.

Note: 1 semester credit hour equals 30 SCECHs. State Board Continuing Education Units (SB-CEUs) have been replaced with SCECHs. 1 SB-CEU is equal to 10 SCECHs.

- 150 District Provided Professional Development (DPPD) clock hours completed through professional development programs that are appropriate to the grade level and content endorsement(s) of the certificate. A maximum of 30 hours can be earned per year over the course of five years. This option was not available under previous rules.
- Combination of the above three equal to 180 clock hours. This option was not available under previous rules.

Note: Applicants will still be required to complete Michigan's reading requirement of 6 semester credit hours of reading methods for an elementary level certificate or 3 semester credit hours of reading methods for a secondary level certificate. Applicants must also complete 3 semester credit hours in an approved course of study in the diagnosis and remediation of reading disabilities and differentiated instruction. This is the same as the requirements under previous rules.

Advanced Professional Education Certificate (optional)

Starting September 1, 2013, a teacher may apply for an Advanced Professional Education Certificate, which is valid for five years. The applicant must:

- Hold the Professional Education Certificate.
- Hold a National board certification or have completed a teacher leader training or preparation program approved by MDE.
- Have received five consecutive "effective" or "highly effective" ratings on annual teacher evaluations in the most recent 5-year period.

An educator may apply for a renewal or advancement in certification any time after January 1 of the year in which his/her certificate expires. Start the New Year off by

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renewing your license today! The MOECS is now accessible to those whose license expires June 30, 2013.

Please direct questions related to educator certificate renewal or advancement to the Office of Professional Preparation Services at 517-373-3310 or MOECSSupport@michigan.gov.

cc: Michigan Education Alliance

