



Auditing Everything Everywhere All At Once

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Topics

- Credentials (Certification) and Placement
 - Types of Educator Credentials
 - Changes to Teaching Certificates
 - Flexibilities
- Pupil Auditing
 - Legislative Requirement
 - How to calculate an FTE Adjustment
 - When to report to a violation
- Working Together
 - Reporting
 - Audits
 - Questions

Types of Educator Credentials



Certificates



Licenses



Permits



Approvals



Career
Authorizations





MOECS Credentials



Michigan Online Educator Certification System

Michigan Department of Education

[SCECH Catalog](#) [SCECH Sponsors](#)

[Change Profile/District](#)

- Home
- Manage Profile
- Worklist
- Apply/Process Approval
- View/Upload Data
- Manage Master Data
- Reports
- Manage Users

- Profile
- User
- Actions/Remarks
- Certificates**
- Documents
- Prof. Learning
- Ratings
- Worklist

View Certificates, Permits, Career Authorizations & Approvals

First Name [Redacted] Last Name [Redacted] PIC [Redacted]
SSN [Redacted] Date of Birth [Redacted]

- Certificates**
- [Permits](#)
- [Career Authorizations](#)
- [Approvals](#)

Pending Certificate Applications

There are no pending certificate applications on file.



Permits



Daily

Full-Year Basic

Full-Year Shortage

Full-Year Expert

Daily Substitute Permit

Not
Long-Term

- intermittent
- sporadic
- bridge gap

90 Days
Max





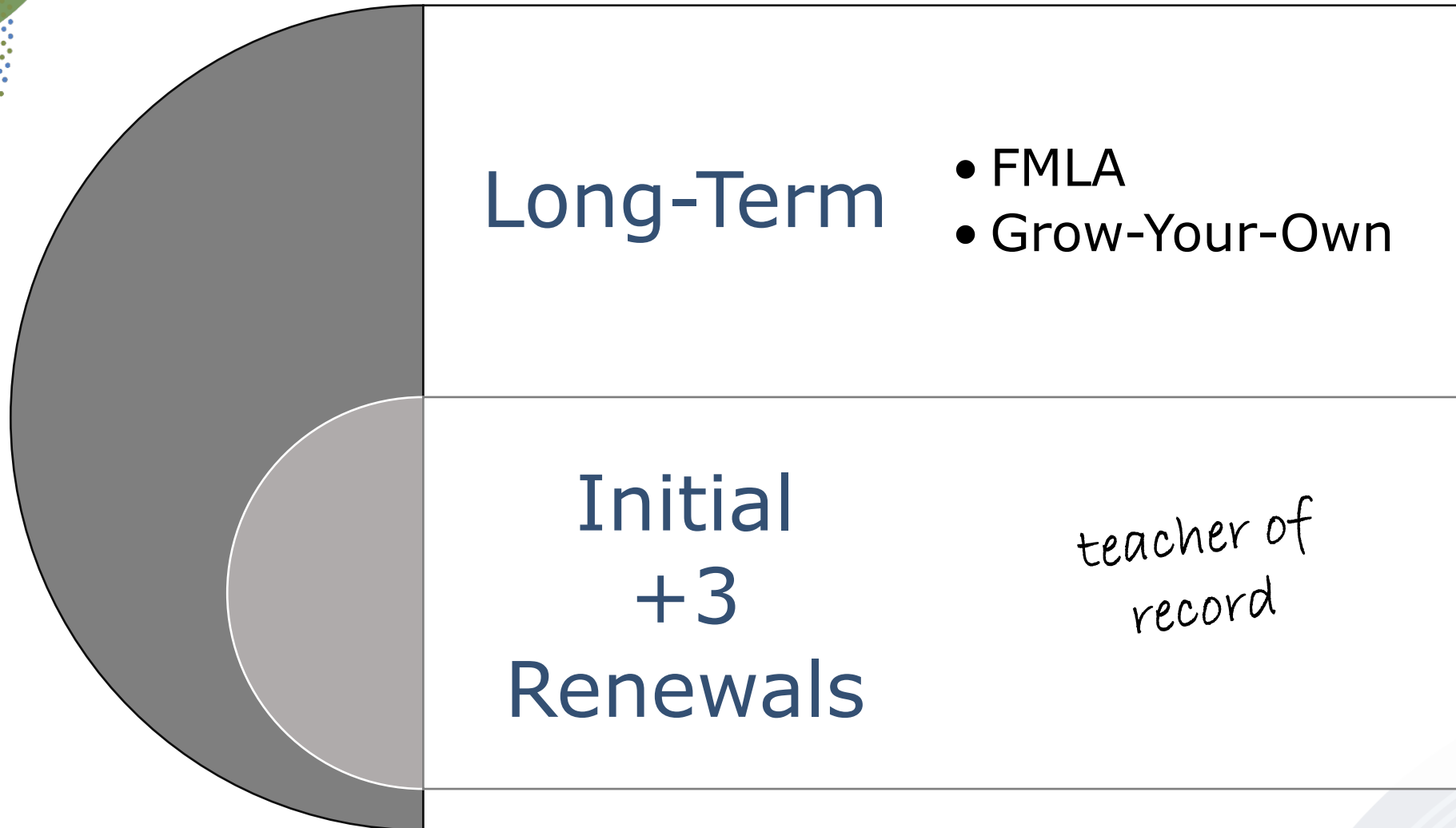
Daily Permit Extensions

Additional time needed for:

- Test passage
- OOS evaluation
- In-state program completion
- Certificate renewal



Full-Year Permits





Certificates



Types

Structure

Changes



Teacher Certificate Types

- Standard
 - Professional
 - Advanced Professional
 - 18-Hour Continuing
 - Lifetime
-
- Elementary (K-5 All Subjects, K-8 All Subjects Self-Contained)
 - Middle Level (6-8)
 - Secondary (9-12)

New Certification Structure

B-K (ZN)	PK-3 (ZO)	3-6 (ZP)	5-9	7-12	PK-12
Early childhood & Kindergarten	All subjects self-contained* and/or Departmentalized (ELA, math, science, & social studies)	All subjects self-contained* and/or Departmentalized (ELA, math, science, & social studies)	Endorsed content area(s) (ELA, math, etc.)	Endorsed content area(s) (ELA, math, etc.)	Endorsed content area(s) (music, arts, PE, etc.)

*One teacher provides the majority of instruction to the same group of students within the grade range specified on their certificate.



“May Also”

B-K (ZN)	PK-3 (ZO)	3-6 (ZP)	5-9	7-12	PK-12
N/A	May also teach grades 3-6	May also teach grades K-3 <i>(not Early Childhood)</i>	All subjects self-contained*	All subjects self-contained* and/or Grade 6 endorsed content area(s)	N/A

*One teacher provides the majority of instruction to the same group of students within the grade range specified on their certificate.



How will certs be different?





Flexibilities



Additional Staffing Flexibilities

Before: Elementary K-5 All Subjects (K-8 All Subjects in Self-Contained Classrooms)



Now: Elementary K-8 All Subjects

Additional Staffing Flexibilities

Before: World Languages K-6 or 9-12



Now: World Languages K-12



Additional Staffing Flexibilities

Before: Explicit grade levels on certificates



Now: Placement for **one grade level** outside of the grade range explicitly listed on the certificate

Note: This only applies to general education subject area endorsements that currently carry a K-8, 6-8, 5-9, K-9, 5-12, or 6-12 grade range. It **does not apply** to special education, English as a second language, bilingual, pre-K, or elementary Z-coded endorsements.



Working Together

Reporting

Audits

Questions



ISD Educator Report Form

ISD Educator Report Form

Use this form to record details regarding situations where one or more educators may be out of compliance. You may type or write on this form for up to five educators.

For Internal use

Letter Sent:
Survey Sent:
Survey Due:
Survey Received:
Survey Reminder:
Survey Resent:

Today's date:

School district name:

School code (if known):

Educator Name	Assignment Area (subject area observed teaching)	PIC (if known)	CHECK REASON FOR REQUESTING CREDENTIAL REVIEW			
			Grade Level Mismatch	Endorsement Mismatch	Invalid or No Cert.	Other (explain)

Additional information for requesting credential review:

ISD Auditor name:

ISD Auditor phone number:

ISD Auditor e-mail:

When completed, e-mail to Katie Schmiedeknecht at SchmiedeknechtK@michigan.gov.

TEACHER CERTIFICATION LEGISLATIVE REQUIREMENTS



Section 6 (8): “A period of time in 1 day when pupils and an individual who is appropriately placed under a valid certificate, substitute permit, authorization, or approval issued by the department, are together and instruction is taking place.

For the 2024-25 school year, a period of time in one day when pupils and a certificated teacher, a teacher engaged to teach under section 1233b of the revised school code, MCL 380.1233b, or an individual working under a valid substitute permit, authorization, or approval issued by the department are together and instruction is taking place.

LEGISLATIVE REQUIREMENTS (CONTINUED)

Districts are required to report all teachers and substitute teachers in the REP.

MCL 380.1230;
380.1230a;
380.1230d

MCL
380.1539b

MCL
380.1535a

ISD auditors must provide a printout of the REP to contracted auditing firms.

If a district Master Teacher Schedule and the REP report show significant differences, the district should be reported to the Office of Educator Excellence for follow-up.

LEGISLATIVE REQUIREMENTS, CONTINUED

Districts are required to report all teachers and substitute teachers in the REP.

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MCL 380.1230; 380.1230a;
380.1230d

MCL 380.1539b

MCL 380.1535a

TEACHER CREDENTIAL VERIFICATION REPORT



- MSDS Home
- Manage Collections... +
- Manage Users... +
- System Maintenance... +
- Manage Requests... +
- Administrative Reports... +
- Student Data Submission... +
- Student Data Downloads... +
- Search... +
- Certified Data Reports... +
- Audit FTE... +
 - Audit Form (DS4061/DS4120)
 - Audit Narrative
 - FTE Conflict Detection
 - Teacher Credential Verification Report
- Grad Cohort... +
- General Reports... +
- Section 25e... +

SDS Home

Michigan Student Data System



The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

What's New

[View All](#)

REP Teacher Credential Verification Report

* = Required

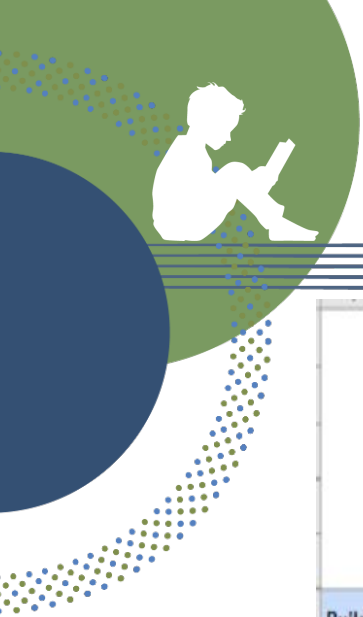
*Submitting Entity:

*Collection:

*Report Format:

[View Report](#)

TEACHER CREDENTIAL VERIFICATION REPORT



Center for Educational Performance and Information - Michigan Student Data System - QA

Teacher Credential Verification Report

Collection: REP FALL 2022 Collection

Entity: Lansing Public School District (33020)

Description: List of teachers and reported credentials from the Fall REP Collection

Building Code	Building Name	PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Grade/Ed Setting	Issue Date	Subject/Grade Level	Expiration Date	Expired Credential	In/Out of Field Status
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- ▶ ***NEW*** Assignment to Endorsement Tool available on-demand (Fall and EOY REP Collections)
 - ▶ Submit REP data early and often
 - ▶ All REP changes or updates must be submitted within 30 days of the update.
- ▶ Includes mapping of Assignment to Endorsement for Appropriate Placement
- ▶ Expanded Credential Types included
- ▶ Flag for Expired Credential

TEACHER CREDENTIAL VERIFICATION REPORT



PIC	Last Name	First Name	Date Of Hire	Date Of Termination	On Leave	Assignment Code	Certificate Type	Grade/Ed Setting	Issue Date	Subject/Grade Level	Expiration Date	Expired Credential	In/Out of Field Status
14408	MOORE	ASHLEY	08/29/2018		No	00195 Co-teaching with a highly qualified general education teacher	Standard Teaching Certificate Renewal	Special Education Age Group 6 – 21 years of age	01/12/2021	K-12	6/30/2021	YES	
					Yes	00195 Co-teaching with a highly qualified general education teacher	Standard Teaching Certificate Renewal	Special Education Age Group 6 – 21 years of age	01/12/2021	K-12	6/30/2021	YES	
				6/30/2021	No	00195 Co-teaching with a highly qualified general education teacher	Standard Teaching Certificate Renewal	Special Education Age Group 6 – 21 years of age	01/12/2021	K-12	6/30/2021	YES	

TEACHER CERTIFICATION

- What if the reports don't match or there is an "out" in the in/out column? Ask:
 - Is the employee on loan or leave?
 - Is the employee no longer employed in the district?
 - Did the educator miss a renewal?
 - Does the REP properly reflect their status?
 - Does the course require content endorsement?
 - Does the assignment properly reflect the course?
 - Are all assignments reflected?
 - Are the grades/educational settings accurate?
 - Is the educator acting as the Teacher of Record?
 - Does the district need to apply for a flexibility option?
 - Are all educators reported?



TEACHER CERTIFICATION FTE DEDUCTIONS

- Calculating Teacher Certification Deductions
 - Verify all teachers are properly certificated at the grade level and content area.
 - If a teacher is found to be inappropriately placed or uncertified on count day, the ISD auditor will determine the number of days the teacher was out of compliance. The FTE deduction will be made based on this information.
 - Included in the Governor's signed budget, if there is an FTE deduction, there will be no salary penalty for the same violation.

TEACHER CERTIFICATION (FTE DEDUCTIONS)

Example 1:

School began August 22. Count day is October 2. Teacher began teaching 4 classes of high school math on the first day of school without certification or a valid permit. Teacher receives a daily sub permit on November 15. Days of noncompliance = 60 days. (Aug. 6 days; Sept. 20 days; Oct. 23 days; Nov. 11 days). **Per district calendar** = 180 days for year; class periods per day = 6; each class = .17 FTE per student. Number of students per class = 25 (4 classes x 25 students = 100).

Days teacher is out of compliance	Days on District Calendar	FTE Deduction	Total Deduction
60 days	180	$60/180 = .333 \times .17 = .056$	$100 \times .056 = 5.6 \text{ FTE}$

TEACHER CERTIFICATION (FTE DEDUCTIONS)

Example 2: Teacher began working 1st day of school without certification or permit. Count Day for 2024 is October 2. District obtains a substitute permit for the teacher on October 1. Teacher is properly permitted on count day, therefore, there is no FTE deduction.

In both examples, the ISD auditor must notify the Office of Educator Excellence (OEE). OEE will do an investigation to determine whether the teacher had the appropriate certification/permit. Any teacher who is not appropriately placed may be subject to a salary deduction based on MCL 388.1763.



Most Common Audit Reasons

Permits!

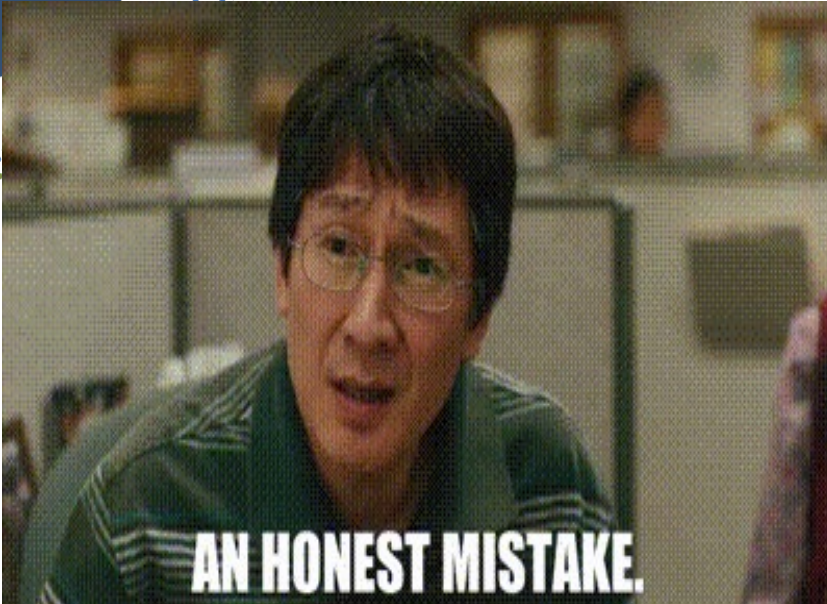
- Educators placed before permit is issued
- Educators placed in long term assignments on Daily's
- Lapses between Daily's and Daily Extensions
- Educators placed in assignments outside the areas of Full-Year's

Certificates

- Districts not keeping track of when educator certificates expires and placing educators with expired certs
- Teachers placed outside the validity of their certs past the "Free 90"

Special Education

- Teachers only holding SPED endorsements assigned to teach endorsed areas
- SPED teachers in full year assignments on Daily Permits





Costs for Compliance or Noncompliance

- In the 2023-24 academic year, Michigan schools were deducted over \$400,000.00 in State Aid funding for employing educators without valid credentials.
- The cost of obtaining and maintaining the correct permit prior to an educator's placement is \$45.00.
- If a district does not fully and accurately report their staff in the Registry of Educational Personal (REP), MDE can withhold 5% of a district's total funds until they are in compliance. ([MCL 388.1619\(4\)](#))



Questions?





For more information, please contact:

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