

Special Education Approvals and Assignments

Dana Billings, Consultant

Michigan Department of Education



Staffing Systems



Placement



9/11/2024

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February 2022 Guidance



APPROPRIATE PLACEMENT

USING MICHIGAN'S RE-ENVISIONED STAFFING SYSTEM

In an effort to improve the quality of our educational system, Michigan has changed the way it prepares and certifies educators. Through deeper and more focused preparation, new teachers will be equipped to meet the unique learning needs of the whole child at each grade level.

At the same time, Michigan is experiencing a critical, wide-spread educator workforce shortage. The revised preparation and certification structure comprises only part of a comprehensive staffing system. With the addition of flexible and innovative options for placement and growth, Michigan can address both quality and quantity.



PK-12 APPROPRIATE PLACEMENT GUIDELINES

A certified teacher may always teach in the grade range and content area listed on their valid Michigan certificate. Endorsements on existing teaching certificates will not change. Teachers will retain those endorsements and schools will still be able to place them appropriately in the same manner as they have. More information can be found at: [Placement Guidance](#) and [Courses That Can Be Taught](#).

B-K	PK-3	3-6	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.)

Currently, due to the staffing shortage, teachers with these new endorsements may also teach outside the grade range and content area listed on their certificate, without a permit, as depicted in the chart below. MDE will periodically review and modify this flexible placement policy to address state workforce and student needs.

B-K	PK-3	3-6	5-9	7-12	PK-12
N/A	May also teach grades 3-6	May also teach grades K-3 (not Early Childhood)	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.

Every Michigan educator must hold a valid Michigan certificate or permit BEFORE their first day of employment.

Certificates are valid for 5 years. Permits are valid for only 1 year.

MDE offers a multitude of permits and authorizations to expand flexibility and assist districts in



Self-Contained Placement



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Self-Contained Classroom Placement

Home > Services > Educator Services > Educator Certification > Placement and Flexibilities > Self-Contained Placement

Elementary (ZG) and World Language (FA-FS) Staffing Flexibilities

This memo announces [additional staffing flexibilities](#) to intermediate school districts and local education agencies, both traditional public schools and public school academies.

The School Courses for the Exchange of Data (SCED) Classification System is an essential component of determining appropriate placement. Since the certification and endorsement of a teacher must match the course content being taught, districts must first determine the content of the course. To determine the course content, the district should first identify the SCED Course Title and Description that most closely match the course, and then find the course in this menu of webpages for matching endorsement areas.

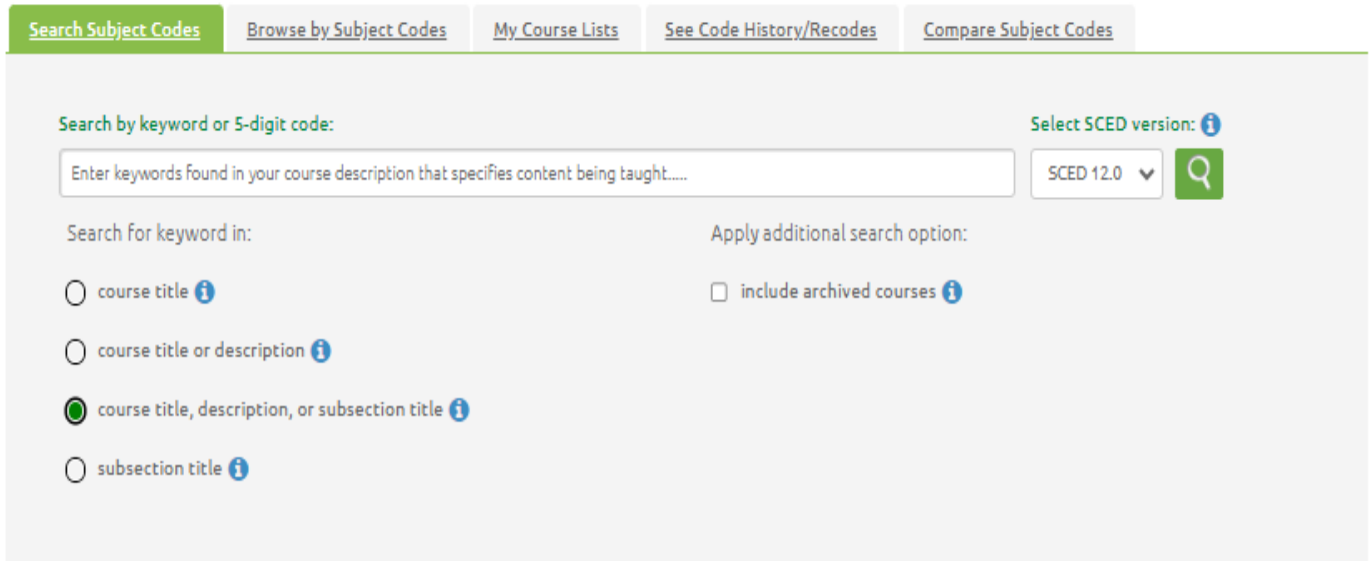
[SCED Finder](#)

The matching endorsement areas listed are minimum state requirements. Districts should always consider the professional learning and experiences of an individual in addition to the minimum requirements before placing a teacher in an assignment. When an appropriately certified teacher is not available for the assignment, there are flexibilities available for placement. These are described at the end of this webpage.

SCED Course Titles

- Early Childhood Education
- Pre-Kindergarten
- Kindergarten
- Grade 1
- Grade 2
- Grade 3
- Grade 4
- Grade 5
- Grade 6
- Grade 7
- Grade 8
- Prior-to-Secondary Education
- [IB Primary Years Program](#)

Departmentalized Placement



The screenshot shows a web interface for searching subject codes. At the top, there are navigation tabs: "Search Subject Codes" (highlighted in green), "Browse by Subject Codes", "My Course Lists", "See Code History/Recodes", and "Compare Subject Codes". Below the tabs is a search area with the following elements:

- A search prompt: "Search by keyword or 5-digit code:"
- A text input field: "Enter keywords found in your course description that specifies content being taught....."
- A dropdown menu for "Select SCED version:" set to "SCED 12.0".
- A search button with a magnifying glass icon.
- Two columns of search options:
 - Search for keyword in:**
 - course title *i*
 - course title or description *i*
 - course title, description, or subsection title *i*
 - subsection title *i*
 - Apply additional search option:**
 - include archived courses *i*

Appropriate Teacher Placement



Purpose

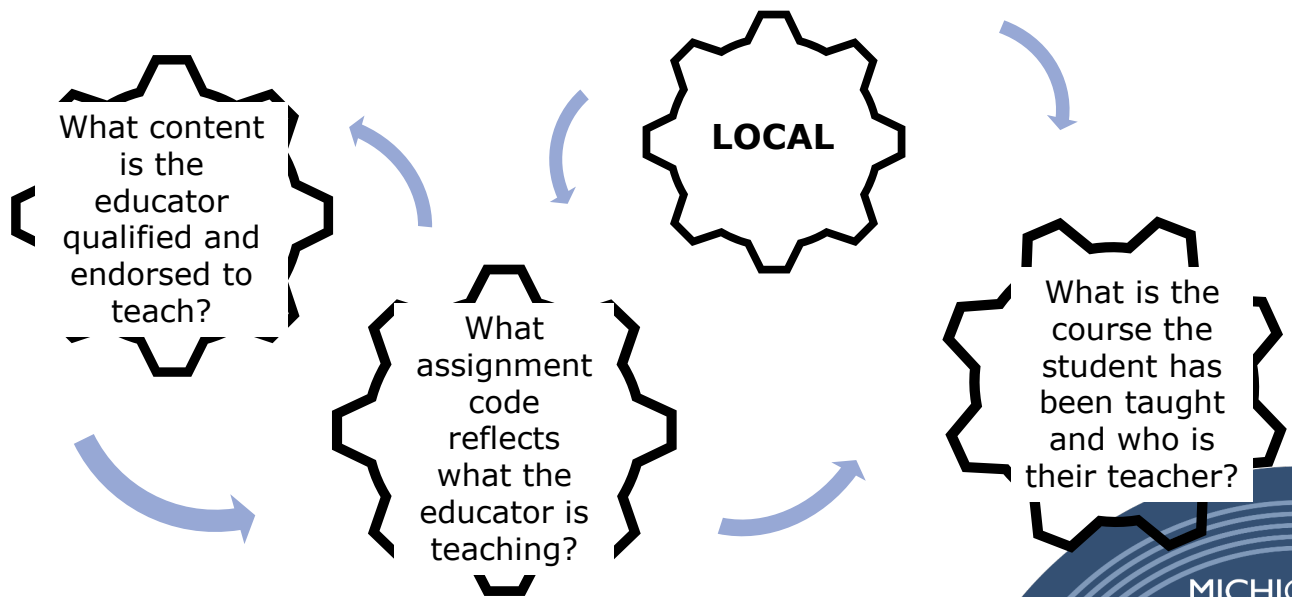
Assure every MI pupil has access to properly trained educators



Defined By

Michigan Compiled Laws (MCL),
Program Requirements,
Administrative Rules

Placement Questions

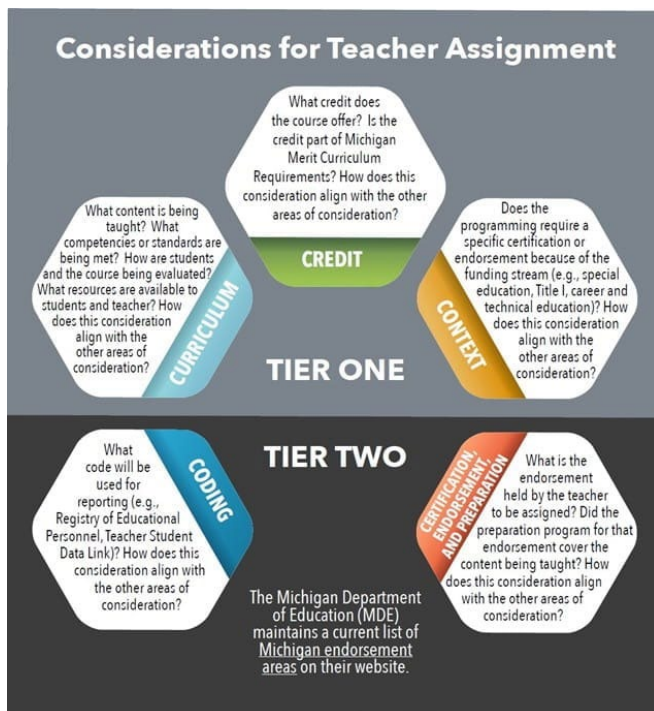


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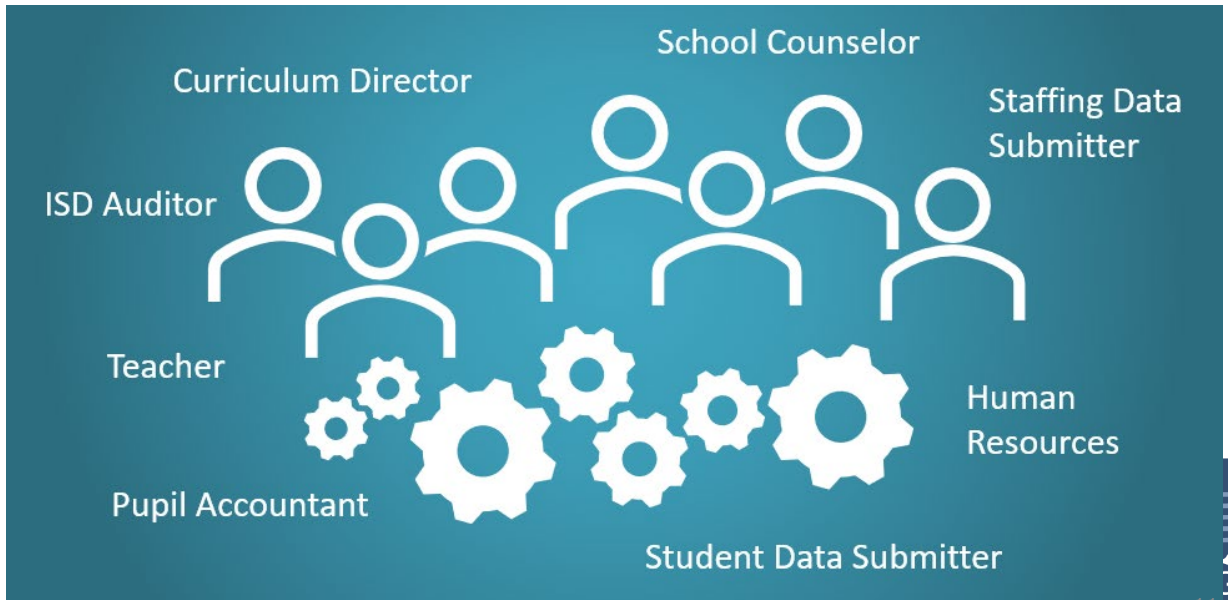
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Placement Considerations



- Credit
- Curriculum
- Context
- Coding
- Certification













Communication is Key!



Staffing Departmentalized Courses

Home > Services > Educator Services > Educator Certification > Placement and Flexibilities > Departmentalized

SCED Subject Description

- | | | | |
|--|---|--|---|
| 
Visual and Performing Arts | 
Library Media | 
School Counselor | 
Physical, Health, and Safety Education |
| 
Social Sciences and History | 
Life and Physical Sciences | 
Mathematics | 
Religious Education and Theology |
| 
Military Science | 
World Languages | 
English as a Second Language and Bilingual Education | 
English Language and Literature |



Appropriate Placement Audit

- Educators placed without appropriate credentials can have significant financial impacts on districts through State Aid or FTE deductions.
- Per MCL 388.1619(4) - inaccurate or incomplete REP reporting can also lead to a 5% withholding of total funds until the district is in compliance.

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Costs for Compliance

- 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.

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Flexibilities



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Substitute Permits

- Daily
- Full-Year Basic
- Full-Year Shortage
- Full-Year Expert

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Daily Substitute Permits



Intended for *intermittent* use



Valid for a maximum of 90 calendar days for a single assignment



Extended and Emergency Extended options available (except for Special Education assignments)



Only requires 60 college credits

Full-Year Permits



For long term assignments



Must show competency for core subject areas (major or minor in the content area or passing test scores for the content area)



Full-Year Basic Permits require a mentor teacher to be assigned



Full-Year Basic Permits can be renewed up to 3 times (renewals require enrollment in a program)

New Staffing Flexibilities

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



Now: Elementary K-8 All Subjects

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Special Education Assignments

Special Education Approvals

- School Social Worker (SSW) (transitioning)
- Director of Special Education
- Supervisor of Special Education
- Teacher and Resource Teacher
- Consultant and Coordinator
- Early Childhood Full Approval
- Early Childhood Permit Approval

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Social Workers Michigan Administrative Rules for Special Education (MARSE) regulations, the [Administrative Rules for School Social Workers](#) R 340.1001-1016, (2024)

Social Workers	Social Worker in School Setting	<u>School Social Worker (SSW)</u>
Job Setting	General Education	Students with Exceptionalities
Position Funding	General Fund	Special Education Funding
Licensure Through	Department of Licensing (LARA)	Michigan Department of Education
Minimum Requirements	Please visit the Department of Licensing and Regulatory Affairs (LARA) website .	Master's of Social Work SSW Preparation 500 Clinical Hours LARA license
Application	Please visit the LARA website	In State: Initiated by candidate through MOECS from prep program Out-of-State: Submit to Michigan Department of Education (MDE)



Director Approval (MARSE 340.1750 & MARSE 340.1771)

Temporary Approval

- Master's Degree
- Full Credential
- 3 year's practice or experience
- Program 12-credits
- 1 year validity

Continuing Temporary Approval

- 6 Semester Credits
- Recency
- 1 year validity

Each intermediate school district **shall** employ, or contract for the services of, a full-time director of special education.

Full Approval

- Complete Program
- 200 Clock-hour Practicum
- Does NOT Expire
- Transferable

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Supervisor Approval (MARSE 340.1751 & MARSE 340.1772, & 340.1774)

Temporary Approval

- Master's Degree
- Full Credential
- 3 year's practice or experience
- Program 12-credits
- 1 year validity

Continuing Temporary Approval

- 6 Semester Credits
- Recency
- 1 year validity

A local school district, public school academy, or intermediate school district **may** employ a supervisor of special education instructional programs. The person shall be employed not less than half-time.

Full Approval

- Complete Program
- 200 Clock-hour Practicum
- Does NOT Expire
- Transferable

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MDE Approved Special Education Director and Supervisor Programs

- Saginaw Valley State University
- Grand Valley State University
- Western Michigan University
- Wayne State University
- Northern Michigan University
- Eastern Michigan University

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Administrator Certification

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Special Education Director/Supervisor: Administrator Certificate Requirements

Pursuant to Michigan Compiled Law (MCL) 380.1246 and in accordance with the memoranda* issued by the Michigan Department of Education list below, **an administrator of special education who is considered to be "administering instructional programs" must hold:**

- a valid administrator certificate; **AND**
- an [approval for director or supervisor of special education](#) through the Office of Special Education.

An administrator of special education is considered to be "**administering instructional programs**" if she/he has responsibility for aspects listed below:

- curriculum;
- district or school improvement plan design or implementation;
- instructional policies;
- executive-level reporting on academic progress to governing authority; **OR**
- supervision and evaluation of direct reports responsible for instruction.

Please refer to the February 23, 2017 [Definition of "Administering Instructional Programs" memo](#) for detailed information about each area.


Information about administrator certification requirements can be found within the [Standard School Administrator Certificate](#) guidance document. School districts must apply for a [School Administrator Permit](#) if the individual is not yet qualified for an administrator certificate.

***Memoranda**

- [New School Administrator Permit Availability](#) on August 16, 2018;
- [Definition of "Administering Instructional Programs"](#) on February 23, 2017; and
- [Requirement for Administrator Certificate](#) on December 22, 2010.

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Special Education Teacher and Resource Program Approval (Part 5 of the MARSE 340.1783)

Temporary Approval

- Search (certified and endorsed)
- Valid MI Teaching Certificate
- Program (coursework specific to the endorsement)
- 1 year Validity
- Match Placement

Continuing Temporary Approval

- 6 Semester Credits
- Recency/Consecutive
- Match Placement
- Same Assignment
- 1 year validity

NOT transferable from one school district to another

Minimum Requirements

*Teachers assigned to a resource program may hold any special education endorsement. The only exceptions are for teachers whose only special education endorsement is the **Physical Education for Students with Disabilities (SP)** or the **Early Childhood-General and Special Education (ZS)** endorsement.*

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Early Childhood Approvals (Part 5 of the MARSE MARSE 340.1783 & 340.1783a)

ECSE Permit

- Bachelor's Degree
- 15 Semester Credits
- Not Transferable
- Not Renewable

You can utilize a special education teacher approval for ECSE assignments.

ECSE Full Approval

- Valid MI Teaching Certificate
- Endorsement Special Education K-12
- Major/Minor
- Does NOT Expire
- Transferable

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Consultant and Coordinator Approvals (Part 5 of the MARSE 340.1790)

Teacher Consultant

- Master's Degree in Education or a Field of Study Related to Special Education
- Valid MI Teaching Certificate
- Endorsement
- Experience (3 years teaching)
- Does Not Expire
- Transferable

Transition Coordinator

- Bachelor's Degree (special education/related field)
- Experience
- Does Not Expire
- Transferable

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Trained Out-of-State

- **Temporary Approval for Out-of-State Trained Personnel**
- **Competency-Based Director of Special Education Evaluation Form**
- **Competency-Based Supervisor of Special Education Evaluation Form**
- **Competency-Based School Social Worker Evaluation Form**

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Assignments

Special Education Assignments Guide

Special Education Teacher Assignments

Michigan Department of Education Office of Special Education
June 2023

Ensuring that an appropriately prepared and endorsed educator is assigned to teach in Michigan's classrooms is critical to student achievement. The [Michigan Administrative Rules for Special Education \(MARSE\)](#) delineate the requirements for preparing special education teachers. A teacher that holds an endorsement in a special education area is eligible to instruct students with an Individualized Education Program (IEP) at the K-12 level. Special education teachers should demonstrate [content knowledge](#) for the subject which they are the sole provider of instruction.

The guidance in this document will assist districts with properly placing teachers in Special Education programs.

Certification and Endorsement

Michigan defines, and provides, special education endorsements for teachers of:

- Students with cognitive impairment
- Students with emotional impairment
- Students with learning disabilities
- Students with speech and language impairment
- Students requiring adapted physical education
- Students with autism spectrum disorder
- Students with physical impairment and other health impairment
- Students with visual impairment
- Students who are deaf and hard of hearing

In addition to those above, the department offers an endorsement in Early Childhood – General and Special Education. Information on placement for this endorsement can be found in the [Appropriate Instructional Assignments for Elementary Teachers](#) document.

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Temporary Placement Options

- A school is not required to obtain a Daily Substitute Permit for a Michigan certified teacher employed by the school, if the assignment does not exceed 90 calendar days. Per [390.1143 \(2\)\(c\)](#)
- **Daily Substitute Permit** are for intermittent use and not to exceed 90 consecutive days for a special education assignment.
- **Extensions are NOT permissible** for a special education placement

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Waivers

- Program Rules Part 3 of the MARSE (Catamaran)
- Teacher Flexibility (Catamaran)
 - R 340.1758 Autism Spectrum Disorder Teacher Requirement
 - R 390.1105(3) Other Programs Teacher Requirement except programs for students who are deaf or hard of hearing (DHH) or visually impaired (VI).
- [School Social Worker R 340.1799f](#) moving to permit
- ISD Joint Elementary Age Span R 340.1733(d)
- **For more detailed information please reference:**
Deviations, Waivers, and ISD Plans Webinar (February 2024; [Webinar Recording](#); [Presentation Materials](#))



Long Term Placement Options



	Full-Year Basic Permit	Special Education Teacher Approval	Interim Teaching Certificate
Validity	1-year	1-year	5-years
Renewable	3x	2x	not renewable
Issued to	employing school	employing school	educator
Requirements	BA degree or valid MI teaching certificate	valid MI teaching certificate	BA degree <i>(ITC must reflect special education endorsement or a permit must be in place with ITC)</i>
Enrollment	within first year	within first year	prior to issuance
Program Selection	in-state or out-of-state	in-state only	in-state only
Program Type	Traditional, expedited route, alt route	traditional or expedited route	alternative route
Financial	Grow-Your-Own grant (district application)	\$800/credit grant (district application)	Grow-Your-Own grant (district application)

Memo: Office of Special Education Programs



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

October 4, 2022

Contact Person
Name: Bryan Grigg
(202) 245-8107
OSEP 22-01

MEMORANDUM

TO: State Directors of Special Education
FROM: Valerie C. Williams
Office of Special Education Programs (OSEP)
SUBJECT: Personnel Qualifications under Part B of the Individuals with Disabilities Education Act (IDEA)

The U.S. Department of Education's (Department) Office of Special Education Programs (OSEP) is committed to supporting States in the provision of a free appropriate public education (FAPE) to all children with disabilities. FAPE includes the provision of special education and related services that meet the requirements of IDEA Part B, which includes ensuring that special education teachers and related services providers are appropriately and adequately prepared and trained. This memo is intended to clarify States' obligations regarding the IDEA Part B requirements related to personnel qualifications and alternate certifications. Based on media reports and discussions with States and advocates, OSEP is aware that some States currently have policies and procedures in place that may not be consistent with IDEA requirements. OSEP also recognizes that States are facing many challenges caused by the COVID-19 pandemic, including the impact it has had on exacerbating the shortage of special education teachers and related services providers across the country. Thus, OSEP believes it is critical to ensure that State educational agencies (SEAs) fully understand the IDEA requirements related to personnel qualifications and alternate certifications and are aware of available resources to support their efforts to meet them.

Personnel Qualifications

Under Section 612(a)(14) of IDEA and 34 C.F.R. § 300.156, the SEA must establish and maintain qualifications to ensure that personnel necessary to carry out the purposes of IDEA Part B are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities. Those qualifications must ensure that each person employed as a public school special education teacher in the State who teaches in an elementary school, middle school, or secondary school: (1) has obtained full State certification as a special education teacher (including certification obtained through an alternate route to certification as a special educator, if such alternate route meets minimum requirements

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Considerations

- For special education teacher placements, substitute candidates must meet personnel qualifications as required by the [34 CFR 300.156](#) of the federal Individuals with Disabilities Education Act (IDEA).
- The IDEA is silent when it comes to substitutes but is clear with how a FAPE is provided.
- Minimum IDEA requirements requires that a teacher has ***a bachelor's degree and assumes functions only for a specified period of time not to exceed three years.***

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[Memo #085-23](#) Substitute Teacher Placement for Special Education Programs

- The Michigan Department of Education (MDE) Office of Special Education (OSE) recommends intermediate school districts (ISDs) and local education agencies (LEAs), which include traditional public school districts and public school academies, review federal Individuals with Disabilities Education Act minimum requirements for teachers placed in special education programs. MDE OSE suggests ISDs and LEAs prioritize substitute teacher placements in each special education program to ensure those programs are staffed by an individual who minimally has a bachelor's degree and is participating in either a traditional or alternative route to special education certification.

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Appropriate Placement

- Individuals with Disabilities Education Act (IDEA) [34 CFR 300.156](#)
- State Education Agency **must** establish and maintain qualifications to **ensure** that **personnel** necessary to carry out the purposes of this part **are appropriately and adequately prepared and trained;**
- including that those personnel have the **content knowledge and skills to serve children with disabilities.**

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Michigan Online Educator Certification System
Michigan Department of Education

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Home
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Permits
Search for Certs/Permits (Career Auths/Approvals)
Reports
Forms

Please use the left navigation to choose the appropriate link to proceed further.

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Public MI Educator Credential Status

Michigan Online Educator Certification System
Michigan Department of Education

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Michigan Educator Credential Status and PIC Lookup

You may search by PIC, Credential Number or Last Name. First Name is optional.

Last Name:

First Name:

- OR -

PIC:

- OR -

Educator Credential Number:

Note: All valid and expired certificates and licenses will appear in the search results. Only valid permits, career authorizations and approvals will appear in the search results. Those from previous school years will not show in the search results. Data is refreshed nightly.

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Legacy Prior to 2014

Michigan Online Educator Certification System
Michigan Department of Education

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Michigan Educator Credential Status and PIC Lookup
Click on a link to view credential validity and PIC.
Total Records Found : 6

Name	Credential Type	Credential Number
DANA MONTGOMERY BILLINGS	Professional Teaching Certificate Renewal	PF0000000875202
	Professional Teaching Certificate	PF0000000875202
	Standard Teaching Certificate (3rd)	ST0000000312552
	Standard Teaching Certificate Renewal	ST0000000312552
	Standard Teaching Certificate	ST0000000312552
	Full Approval for Teacher Consultant (Teacher Consultant, LD)	FN0000000248302

[Can't find a special education approval from 2014 or earlier? Click here.](#)

Michigan Online Educator Certification System
Michigan Department of Education

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Approval Legacy Report

* = Required

Last Name:

First Name:

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Legacy Approval Details

Last Name	First Name	Middle Name	Category Name	Program Category	Class	ISD	School District	Effective Date	College
SMITH	AARON		Emotional Impairment	Teacher	Temporary	Ingham ISD (33)	Holt Public Schools (25076)	8/26/2002	Western I University
SMITH	ALICIA	LEE	Teacher Consultant- PCH	Other	Full	Washtenaw ISD (81)	Ypsilanti Community Schools (81020)	8/1/2002	Eastern I University
SMITH	AMBER	E	Learning Disabilities	Teacher	Temporary	Eastern Upper Peninsula ISD (17)	Sault Ste. Marie Area Schools (17018)	9/1/2013	Northern I University
SMITH	AMBER	E	Full Approval for Early Childhood Special Education	Teacher	Temporary	Eastern Upper Peninsula ISD (17)	Sault Ste. Marie Area Schools (17018)	9/1/2013	Grand Val University
SMITH	AMY		Teacher Consultant- Hearing Impaired	Other	Continuing Emergency	(83)	(3020)	5/3/1994	Grand Val University
SMITH	AMY		Teacher Consultant- Hearing Impaired	Other	Full	(83)	(3020)	10/17/1994	Grand Val University
SMITH	AMY		Learning Disabled	Teacher	Temporary	Ionia ISD (34)	Ionia Public Schools (34018)	6/16/1996	Grand Val University
SMITH	AMY		Learning Disabled	Teacher	Temporary	Ionia ISD (34)	Ionia Public Schools (34018)	8/25/1997	Grand Val University
SMITH	AMY		Learning Disabled	Teacher	Temporary	Ionia ISD (34)	Ionia Public Schools	8/26/1996	Grand Val University

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Licensing and Regulatory Affairs

Licensing and Regulatory Affairs

Home Search + New Help

Professional Licensing

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Home Licenses Enforcement

Advanced Search

Search for Licensee
Enter information below to search for a Licensee.

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Pro Prep: University Programs and Contacts

Home / Provider Search

Education Preparation Providers

Click on any link in the "Provider" column to obtain provider contact information and a list of specialty areas in which the provider offers approved educator preparation programs.

Program Type: Name: Sort:

Provider	Program Type	Pathway	EPP Type	City	Website
#TEACH	Teacher	Alternative Route	Independent	Plymouth	Visit
Adrian College	Teacher	Traditional Route, Teacher Leader	Independent	Adrian	Visit
Albion College	Teacher	Traditional Route	Independent	Albion	Visit
Alma College	Teacher	Traditional Route	Independent	Alma	Visit
Andrews University	School Administrator, School Psychologist, School Social Worker, Teacher	Traditional Route	Independent	Berrien Springs	Visit
Aquinas College	Teacher	Traditional Route	Independent	Grand Rapids	Visit
Calvin University	School Administrator, Teacher	Traditional Route	Independent	Grand Rapids	Visit
Central Michigan University	School Administrator, School Counselor, School Psychologist, Teacher	Traditional Route	Public	Mount Pleasant	Visit
College for Creative Studies	Teacher	Traditional Route	Independent	Detroit	Visit
Covenant University	School Administrator, Teacher	Traditional Route	Independent	Ann Arbor	Visit

Special Education Personnel Approvals



Online Educator Certification System (MOECS). To submit a special education personnel approval request, select the MOECS link under Approvals Online System below.

A Special Education Personnel Approval may be granted to the districts in accordance with the procedures, policies, and criteria established by the Michigan Department of Education, Office of Special Education (MDE, OSE). The procedure documents on this page will assist school districts and intermediate school districts with processing approval requests through the MOECS.

For more information on the rules pertaining to the specific areas that an approval may be granted, see the [Michigan Administrative Rules for Special Education \(MABSE\)](#).

MDE OSE Personnel Approvals Contact

Dana Billings
517-335-2250
BillingsD1@michigan.gov

MDE Office of Special Education
P.O. Box 30008
Lansing, MI 48909
517-241-7141 (fax)



Resources

Special Education Approvals Website

Center for Educational Performance and Information (CEPI)

- **Michigan Student Data System**
 - For more information about MSDS, please see the [MSDS web page](#).
- **Registry of Educational Personnel**
 - For more information about REP, please see the [REP web page](#).
- **School Infrastructure Database**
 - For more information about SID, please see the [SID web page](#).
- **Financial Information Database**
 - For more information about EEM, please see the [EEM web page](#).
- **Graduation and Dropout Application**
 - For more information about GAD, please see the [GAD web page](#).
- cepi@michigan.gov

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Questions?



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