



Special Education Staffing Updates

Michigan Department of Education



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

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	School Social Worker (SSW)
Job Setting	General Education	Students with Disabilities
Position Funding	General Fund	Special Education Funding
Departmental Requirement	Department of Licensing (LARA) License	Michigan Department of Education Certificate (approval) and Department of Licensing (LARA) License
Minimum Requirements	Please visit the Department of Licensing and Regulatory Affairs (LARA) website .	Master's of Social Work SSW Required Coursework 500 Clinical Hours LARA license
Application	Please visit the LARA website	In State: Initiated by candidate through MOECS Out-of-State: Submit to Michigan Department of Education (MDE)



School Social Worker Rule Revisions

- [Revised School Social Worker Rules](#) became effective June 27, 2024.
- Impact on Waivers and Approvals:
 - The School Social Worker (SSW) Waiver has been replaced by the SSW Permit.
 - The SSW Temporary Approval has been replaced by the Preliminary SSW Certificate.
 - The SSW Full Approval has been replaced by the Professional SSW Certificate.



School Social Worker Certificates

The role of a Michigan School Social Worker can be fulfilled by individuals who hold any of the following credentials:

- Preliminary School Social Worker Certificate (PSSWC)
- Professional School Social Worker Certificate (PSWC)
- Full School Social Worker Approval
- [School Social Worker Permit \(SSWP\)](#) (Applied for by district/ISD)

All applicants seeking a credential must apply on the [Michigan Online Educator Certification System](#) (MOECS) for a review to determine certificate eligibility



The School Social Worker Permit

- The permit application is completed in the Michigan Online Educator Certification System (MOECS) by the district.
- Requirements for the SSW Permit are the same as they were for the SSW Waiver: [School Social Worker Permit Requirements](#).
- The permit is approved from the date the application is complete through the end of the academic year.
- The permit may be renewed once.



School Social Worker Certificates

- Applications for SSW Certificates are completed in MOECS by the candidate.
- [SSW Certificate Requirements](#)
 - Preliminary
 - Valid for 3 years
 - May be renewed once
 - Professional
 - Valid for 5 years
 - Renewed every 5 years



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 ISD ***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



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

Temporary Approval

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

Continuing Temporary Approval


- 6 Semester Credits
- Recency
- 1 year validity

A local school district, PSA, or ISD *may* employ a supervisor of special education instructional programs.

The person shall be employed not less than half-time.

Full Approval

- Complete Program
- Does NOT Expire
- Transferable



MDE Approved Special Education Director and Supervisor Programs

- Saginaw Valley State University
- Grand Valley State University
- Wayne State University
- Northern Michigan University
- Eastern Michigan University
- MASA Alternative Route



Administrator Certification

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.



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.*



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



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

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](#)

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.***

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.



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

Long Term Placement Options



	<u>Full-Year Basic Permit</u>	<u>Special Education Teacher Approval</u>	<u>Interim Teaching Certificate</u>	<u>Waiver/Catamaran</u>
Validity	1-year	1-year	5-years	1-year
Renewable	3x	2x	not renewable	Indefinitely
Issued to	employing school	employing school	educator	Employing school
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>	Valid MI teaching certificate with a special education endorsement
<u>Enrollment</u>	within first year	within first year	prior to issuance	N/A
Program Selection	in-state or out-of-state	in-state only	in-state only	N/A
<u>Program Type</u>	Traditional, <u>expedited</u> route, alt route	traditional or <u>expedited</u> route	<u>alternative route</u>	N/A



Waivers

- Teacher Flexibility (Catamaran)
 - R 340.1754 Early Childhood Special Education (ECSE)
 - 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).
- **For more detailed information please reference:**

Deviations, Waivers, and ISD Plans Webinar (February 2024; [Webinar Recording](#); [Presentation Materials](#))



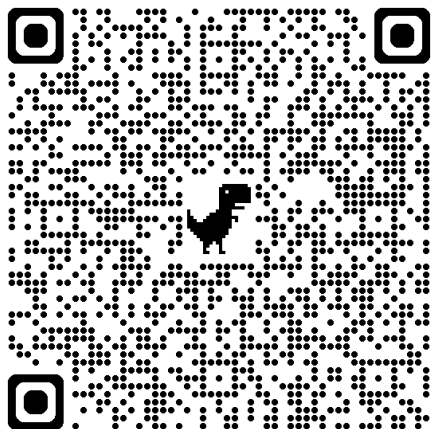
Placement



Appropriate Placement in Special Education Settings

- 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**.

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



Self-Contained Classroom Guide

 > [Services](#) > [Educator Services](#) > [Educator Certification](#) > [Staffing and Placement](#) > [Self-Contained](#)

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.

Ensuring that an appropriately prepared and endorsed teacher is assigned to teach in Michigan's classrooms is critical to student achievement. The State Board of Education (SBE) has [approved standards](#) for preparing teachers in each endorsement area.

Michigan has offered a [variety of elementary education endorsements](#), including Elementary K-5 All Subjects (K-8 All Subjects Self-Contained Classrooms) (ZG) and Elementary K-8 All Subjects (ZC). Districts should use this guidance when assigning teachers who hold one of these elementary endorsements.

A "self-contained classroom" is a classroom in which one teacher provides instruction to the same pupils for the majority of the instructional day. A majority of the instructional day is a number equaling more than 50% of the total instructional time in a day. This is typically found in elementary assignments where multiple subjects are taught by the same teacher.

Any other scenario in which a teacher provides instruction to the same group of students for less than 50% and/or where the teacher is the sole provider of instruction in a single subject area is considered "departmentalized." To be assigned to a departmentalized course, a teacher must hold the [appropriate endorsement](#) for the subject and grade level of the course. When staffing a departmentalized assignment, a district may refer to the [Proper Placement Considerations](#) guidance document.

Michigan districts provide 180 days of instruction, with a minimum of 1,098 instructional hours. The [Pupil Accounting Manual](#) (PAM) can be used to identify hours or minutes from the teacher's assignment that qualify as instructional time.

Departmentalized Placement

[Search Subject Codes](#) [Browse by Subject Codes](#) [My Course Lists](#) [See Code History/Recodes](#) [Compare Subject Codes](#)

Search by keyword or 5-digit code: Select SCED version: [i](#)

Enter keywords found in your course description that specifies content being taught..... SCED 12.0 [Q](#)

Search for keyword in:

☐ course title [i](#)

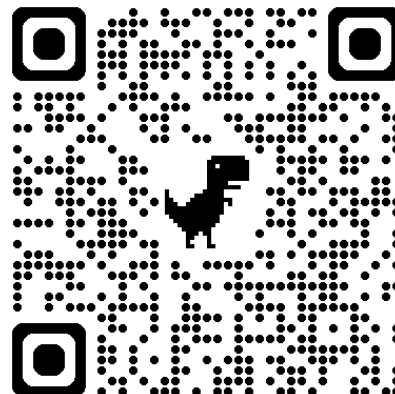
☐ course title or description [i](#)

☒ course title, description, or subsection title [i](#)

☐ subsection title [i](#)

Apply additional search option:

☐ include archived courses [i](#)





Full-Year Permits

While the Full-Year Shortage and Expert Permits cannot be used for Special Education assignments – they do provide an option for a special education teacher providing core content to their students!

Basic

60 Credits

Mentor

Core Knowledge Demonstration

Shortage

Tier 2
Certificate
Holder

≤ 0.5 FTE

Core Knowledge
Demonstration

Expert

Core =
bachelor's
Non-Core = 60
credits

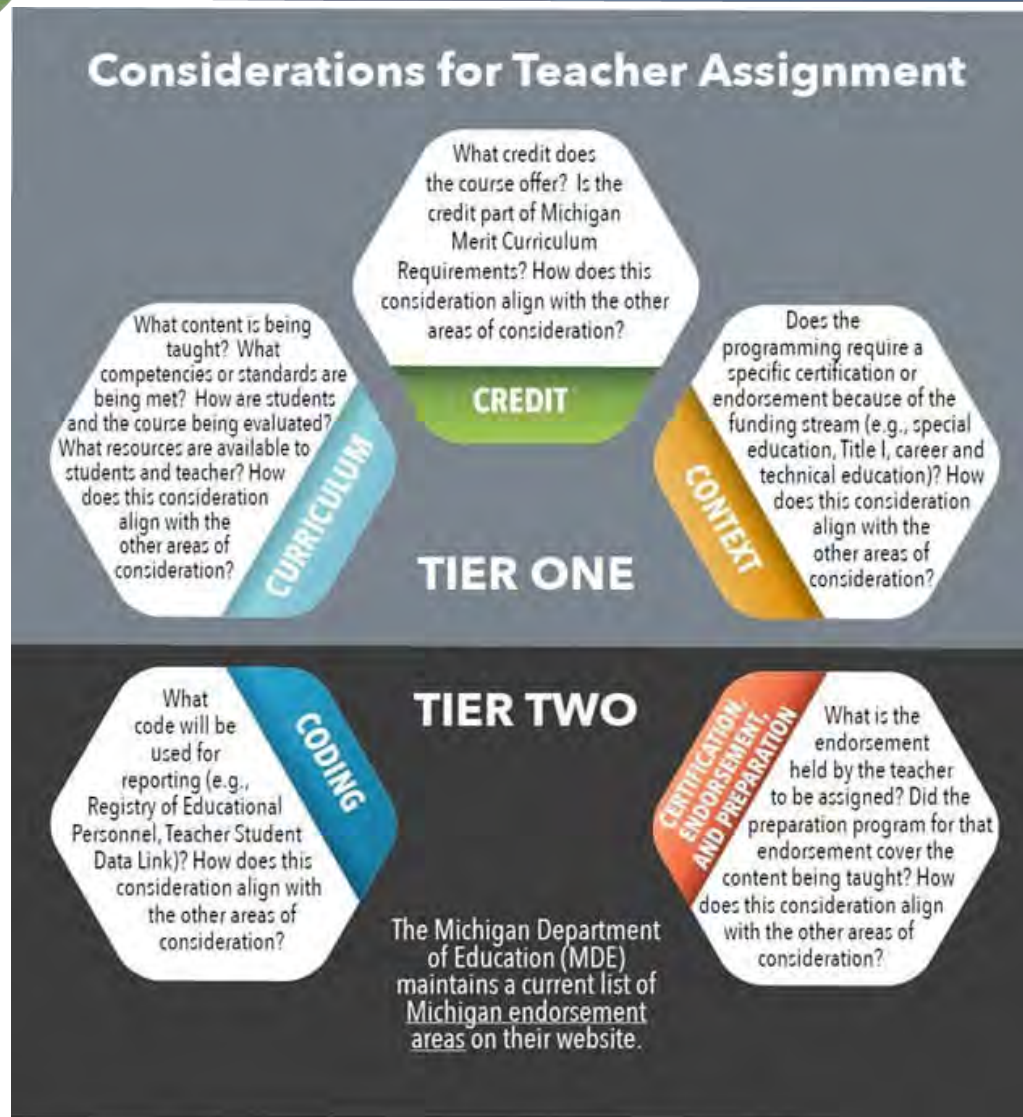
≤ 0.5 FTE

Experience &
Expertise

Core Knowledge
Demonstration

Mentor

Placement Considerations



- Credit
- Curriculum
- Context
- Coding
- Certification

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



Questions?





For more information, please contact:

Office of Educator Excellence

- Recruitment and Retention Unit: GYO programs

MDE-EdWorkforceGrants@Michigan.gov

- Professional Educator Certification Services
& Data and Accountability Unit

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