

# **Facts About Michigan Substitute Permits**



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## **What are substitute permits?**

Michigan law requires schools to hire and employ properly certified and endorsed teachers (MCL 380.1231 and 380.1233). In order to systematically address needed exceptions to law, the Michigan Department of Education (MDE) has established administrative rules in accordance with MCL 380.1531 to authorize permits. A school district or nonpublic school shall obtain a substitute permit to employ an individual or teacher who does not hold the valid and appropriate endorsement or certificate, including an individual employed under section 1233b, section 1233c, or section 1531f of 1976 PA 451, MCL 380.1233b, 380.1233c, or 380.1531f.

## **What are the different types of substitute permits available in Michigan?**

The MDE issues four types of permits to meet different school staffing needs when a properly certified and endorsed teacher is not available. They are:

- Daily Substitute Permit (initial and extension)
- Full-Year BASIC Substitute Permit
- Full-Year SHORTAGE Substitute Permit
- Expert Substitute Permit

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through the Michigan Online Educator Certification System (MOECS) or the public verification site.

Individuals who do not meet the requirements of the regular permit system and are employed under MCL 380.1233b (9-12 limited areas), section 1233c (Detroit), 380.1531f (tribal agreement) or foreign memorandum of understanding must be working directly with the Office of Professional Preparation Services to ensure compliance with these very specific laws and circumstances.

A school is not required to obtain a Daily Substitute Permit for a staff member employed directly by the school and not through a third party substitute staffing agency, if the staff member holds a valid Michigan teaching certificate and is placed intermittently in assignments of not more than 90 calendar days outside the grade level and subject area validity of their teaching certificate. Proposed administrative rules change to the Teacher Certification (Part 4: Permits) would align the 90 calendar to the 45 instructional days described within this guidance document.

## **What are the different uses and requirements for each type of substitute permit?**

### **Daily Substitute Permit:**

- Used for INTERMITTENT daily substitute assignments when a teacher is temporarily unavailable.
- Requires at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- Is limited in a single teaching assignment to no more than 45 INSTRUCTIONAL days (consecutive or non-consecutive; weekends and holidays DO NOT count).

### **Extension of the Daily Substitute Permit:**

- A Daily Substitute Permit may be EXTENDED to provide additional coverage when the teacher is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is unavailable.
- Requires at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- Requires a formal satisfactory observation.
- Requires the district/school to assign a mentor teacher.

### **Full-Year BASIC Substitute Permit:**

- Requires at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- If the assignment is in a core subject area, the individual must have a corresponding major on the transcript or passing scores on the state approved subject area test.
- Requires the district/school to assign a mentor teacher.
- Can be renewed for subsequent years if the following conditions have been met:
  - *Renewal 1:* Effective or highly effective ratings in the assigned area and enrollment in a state approved teacher preparation program leading to certification.
  - *Renewal 2-3:* A minimum of 6 semester credit hours towards completion of the program. Note: This means 6 additional credit hours earned since the previous renewal.
  - Can be renewed a maximum of three times, allowing a substitute to serve in the assigned area for a maximum of four years.

### **Full-Year SHORTAGE Substitute Permit:**

- **Is only approved up to 0.5 FTE per teacher.**
- Requires the teacher to hold a Michigan Professional, Advanced Professional Education Certificate.
- If the assignment is in a core subject area, the individual must have a corresponding major or passing scores on the state approved subject area test.
- Is limited to a maximum of three subject areas per permit.
- For assignments in special education, schools should utilize the existing Special Education Personnel Approval System.
- Can be renewed with effective or highly effective ratings in the assigned area a maximum of three times, allowing a substitute to serve in the assigned area for a maximum of four years.

### **Expert Substitute Permit:**

- **Is not approved for assignments of more than 0.5 FTE**
- Requires the individual to have demonstrated unusual distinction or exceptional talent in the field of specialization that will be taught.
- Requires the individual to have at least 5 years of successful work experience in the field of specialization to be taught.
  - An individual who teaches a world language is exempt from this work requirement, but is required to demonstrate oral language proficiency by passage of an appropriate state approved world language oral examination.
- If the assignment is in a core subject area:
  - The individual must have a corresponding major or passing scores on a state approved subject area test.
  - Requires the individual to hold a bachelor's degree or higher from a regionally accredited institution.
- If the assignment is in a non-core subject area the individual must **either**:
  - hold a corresponding business or industry license; and
  - at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two or four-year colleges or universities.
- **OR**
  - hold a bachelor's degree or higher from a regionally accredited institution.
- Can be renewed with effective or highly effective ratings in the assigned area a maximum of three times, allowing a substitute to serve in the assigned area for a maximum of four years.
- It is *recommended* that the district/school assign a mentor teacher.

## **How do I obtain a permit for a substitute teacher in my school?**

- Step 1. Establish that a properly certified and endorsed teacher is not available.
- Step 2. While continuing to search for qualified job candidates, determine the appropriate permit (or permits) needed for the candidate using the Permit Eligibility Record. A Daily Substitute Permit may be used to transition a candidate into a Full-Year Basic or Shortage Substitute Permit.
- Step 3. Complete all tasks related to confirming the requirements have been met for the permit (e.g. background check per school safety law).
- Step 4. Obtain appropriate access to the Michigan Online Educator Certification System (MOECS) as a school user.
- Step 5. Log in to the system and select "Apply for Permit" from the menu of options.
- Step 6. Using the Permit Eligibility Record and all supporting documentation, respond to and verify each question asked within the MOECS permit application. Each question routes MOECS to the permit that best fits the circumstances.
- Step 7. Once submitted, depending on the requirements and the permit type, the application will indicate one of the following statuses:
- Pending Evaluation
  - Hold
  - Pending Payment (\$45)
  - Approved
  - Denied

## **What documentation are districts required to submit to MDE or maintain locally to determine individuals' eligibility for substitute permits?**

For the Full-Year Basic, Shortage and Expert Substitute Permits, school districts may be required to submit any of the following types of documentation in order to determine whether an individual is eligible for an initial substitute permit or renewal:

- College or university transcripts
- Name & Personal Identification Code (PIC) of the mentor teacher
- Evidence of a formal observation
- Score report from an approved content area test
- Documentation specifying "unusual distinction or exceptional talent" (may vary)
- Copy of a business or industry license

It is important to note that in some cases (e.g., Daily Substitute Permit) the permit application does not require submission of documents to the Michigan Department of Education. In such cases, documentation to support the application must be maintained at the school or school district for future audit.

## **When do substitute permits become valid?**

All substitute permits are valid from the date of issuance through August 31 or the last day of the academic year for which they are issued, whichever date comes first.

A permit is **not valid** until it reaches the approved status. This includes the payment process. A non-certified, inappropriately endorsed individual cannot be placed in the assignment until the permit is issued and valid without jeopardizing State Aid funding.

Permits are **not valid** retroactively. Permits are only valid from the issue date forward to ensure compliance with Michigan law, including school safety laws.

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through MOECS or the public verification site.

## **Can substitute permits be renewed?**

Each of the substitute permit types has its own requirements for renewal or extension. Renewal requirements for the Full-Year Basic, Shortage and Expert Substitute Permits are included in the "What are the different uses and requirements for each type of teacher permit?" section of this document. It is vital that administration, AND the candidate being considered for employment, understand the requirements for renewal or extension of each permit they are utilizing. Some renewal or extension requirements must be completed while the candidate is working in the assignment (e.g., effectiveness rating). Districts may apply for renewal of these permits through MOECS.

A substitute teacher working under a Daily Substitute Permit may have his or her placement extended beyond the limit of 45 instructional days in a single teaching assignment if the teacher of record is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is unavailable. As noted above, a formal satisfactory observation and assignment of a mentor teacher are required. Districts must apply for extensions through MOECS. The Daily Substitute Permit is not renewable, and districts must apply for a new Daily Substitute Permit each year.

## Appendix 1: Permit Eligibility Record

The Permit Eligibility Record is designed to guide a school's administration and staff in determining the most appropriate permit to seek when a properly certified and endorsed teacher is not available.

To better understand the uses and differences between each of the permits, please reference the "What are the different uses and requirements for each type of teacher permit?" section of this document. For definitions of all terms used in the Permit Eligibility Record, please consult Appendix 2: Glossary.

It is vital that administration AND candidates being considered for employment, understand the requirements for renewal or extension of each permit they are utilizing.

The permit system is strategically designed to meet both immediate staff needs (Daily Substitute Permit) as well as a transition into longer term staffing needs. The Daily Substitute Permit can be easily obtained using the Michigan Online Educator Certification System (MOECS) and can be used to fill an immediate need as requirements are met to qualify for a Full-year (either Basic or Shortage) Substitute Permit.

### Directions for Using the Permit Eligibility Record:

- Step 1. Identify the candidate for whom a permit is being sought.
- Step 2. Identify the academic year (e.g., 2016-17) that the candidate would be needed to begin the assignment.
- Step 3. Select the desired permit type for the candidate. If a renewal/extension may be needed, take note of the number allowable.
- Step 4. Check off the requirements that have been met in the column for the initial permit.
- Step 5. Make note of any missing requirements and requirements that lend themselves to extension, renewal or obtaining a different type of permit.
- Step 6. Complete all tasks related to confirming the requirements have been met for the permit (e.g. background check per school safety law) to be requested.
- Step 7. Apply for the permit using the Michigan Online Educator Certification System (MOECS).
- Step 8. Submit supporting documents as needed to verify the application.
- Step 9. Identify the date the permit was granted. Note: The permit is **not valid** until it reaches the approved status. This includes the \$45 payment process. A non-certified, inappropriately endorsed individual cannot be placed in the assignment until the permit is issued and valid without jeopardizing State Aid funding.



Step 10. Monitor candidate's progress towards meeting potential renewal or extension requirements and/or continue to seek a certified and properly endorsed teacher.

Step 11. Repeat process as needed to transition to another permit OR for renewal/extension.

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through the MOECS or the public verification site.

Individuals who do not meet the requirements of the regular permit system and are employed under MCL 380.1233b (9-12 limited areas), section 1233c (Detroit), 380.1531f (tribal agreement) or foreign memorandum of understanding must be working directly with the Office of Professional Preparation Services to ensure compliance with these very specific laws and circumstances.

or renewal at right

**2** Check off requirements met below

DATE GRANTED:

BACKGROUND AND FINGERPRINT

90 COLLEGE CREDITS

BUSINESS OR INDUSTRY LICENSE

BA OR HIGHER

MAJOR OR TEST

EXPERTISE

PROGRAM ENROLLMENT

+6 CREDITS IN PROGRAM

MENTOR ASSIGNED

PROFESSIONAL CERTIFICATE OR HIGHER

EFFECTIVE EVALUATION OR HIGHER

5 YEARS' WORK EXPERIENCE

All checked? Apply! But be careful for term and FTE limits! **TERM LIMIT** **FTE LIMIT**

DAILY

Extension

EXPERT

1st Rene

2nd Rene

3rd Rene

FULL-YE SHORTAL

1st Rene

2nd Rene

3rd Rene

FULL-Y

45 instructional days  
1.0

One academic year  
0.5

One academic year  
0.5

0

## **Appendix 2: Glossary**

*Additional 6 credits* – For the purpose of certain permit renewals, credit earned toward the completion of an approved teacher preparation program; these credits must be new, earned from a regionally accredited college or university, and in addition to what was completed for any previous renewal.

*BA or Higher* – In some instances a permit will require an earned bachelor's degree. An advanced degree would also be acceptable. This degree must be from a regionally accredited college or university.

*Background and Fingerprinting* – Background checks and fingerprinting are required in accordance with MCL 380.1230g.

*Business or Industry License* – The Michigan Department of Licensing and Regulatory Affairs issues licenses to individuals within other fields of business and industry, from dance studios to physical therapists.

*Core Subject Areas* – The following have been designated as core subject areas by MDE: Art, Civics & Government, Economics, English, Foreign Languages, Geography, History, Language Arts, Mathematics, Music, Reading, Sciences

*Effective Evaluation or Higher* – Individuals working under Full-year Substitute Permits and Expert Substitute Permits meet the definition of a teacher and therefore should be evaluated accordingly. For more information on teacher evaluations refer to Public Act 173 of 2015.

*Experience (5 years)* – Work in the field of business or industry related to the course being taught is required for the Expert Substitute Permit. While there is no time frame in which this experience has occurred, it is required that there be a minimum of 5 years.

*Expertise* – Expertise is required for the Expert Substitute Permit and may take a variety of forms. Documentation will be required and cannot simply be anecdotal.

*FTE Limit* – Full Time Equivalency is a limitation set on both the Full-year Shortage Substitute and the Expert Substitute Permits. The intent of these permits is not to fill a full-time position, but rather focus on a gap in staffing where a shortage exists or to provide a unique learning opportunity for students utilizing someone who works in another field of business or industry. A 0.5 FTE may include 1-3 courses/hours per day OR even one day per week of instruction.

*Instructional Days* – An instructional day is a day during which teachers provide instruction to or have contact with students. This would not necessarily include district scheduled holidays, professional development days or teacher work days.

*Major or Test* – A major has been determined to be equivalent to 30 semester credit hours in a specific content area. A test may vary depending on the content area, but typically includes the Michigan Test for Teacher Certification. The verification of major or passing test score is necessary to ensure content knowledge in core subject areas.

*Mentor* – A mentor is a teacher with three or more years of successful teaching experience and ideally experience and expertise in the content or specialty area for which the mentee is assigned. In situations where similar content area expertise is not available, a mentor with teaching experience and experience serving a similar student population is preferred.

*90 College Credits* – All substitute permits require that an individual have completed at least 90 semester hours of satisfactory credit (defined as a grade of 'C' or higher) combined from one or more regionally accredited colleges or universities.

*Professional Certificate or Higher* – The holder of a Professional, Advanced Professional Education, Continuing, Permanent or Life certificate has had the opportunity to teach, in the area or areas for which they have been prepared as a part of their teacher preparation program, for a minimum of three years.

*Program Enrollment* – Enrollment in a program typically involves either a letter from a university stating enrollment OR a transcript indicating a course is in progress. Additionally, enrollment could be verified by documentation of registration and payment verification for an upcoming course.

*Regionally Accredited* – A college or university that is accredited by one of the regional accrediting agencies recognized and published by the Council for Higher Education Accreditation. Most Michigan colleges and universities, including community colleges, are regionally accredited through the Higher Learning Commission of the North Central Association of Colleges and Schools.

*Shortage* – A shortage area is one in which posting and advertising for the assignment has produced no qualified candidate and that the lack of a qualified individual jeopardizes the instructional needs of the students.

*Term Limit* – The Daily Substitute Permit has a term limit of 45 instructional days. The permit cannot be utilized for more than the set term limit. If additional days are needed, a different permit type should be sought and/or an extension requested.

# Permits: How They Work

## Michigan Law

Michigan law requires schools to hire and employ properly certified and endorsed teachers (MCL 380.1231 and 380.1233). In order to systematically address needed exceptions to law, the Michigan Department of Education (MDE) has established administrative rules in accordance with MCL 380.1531 to authorize permits. A school district or nonpublic school shall obtain a substitute permit to employ an individual or teacher who does not hold the valid and appropriate endorsement or certificate, including an individual employed under section 1233b, section 1233c, or section 1531f of 1976 PA 451, MCL 380.1233b, 380.1233c, or 380.1531f.

## Available Permits

- Daily Substitute Permit (intermittent & extension)
- Full-Year BASIC Substitute Permit
- Full-Year SHORTAGE Substitute Permit
- Expert Substitute Permit

To better understand the designed uses and the differences between each of these permits, please reference the [Permit Overview: New Options](#) guidance document.

## Steps for Obtaining a Permit

- Step 1. Establish that a properly certified and endorsed teacher *is not* available.
- Step 2. While continuing to search for qualified job candidates, determine the appropriate permit (or permits) needed for the candidate using the [Permit Eligibility Record](#). A Daily Substitute Permit may be used to transition a candidate into a Full-year Substitute Permit.
- Step 3. Complete all tasks related to confirming the requirements have been met for the permit (e.g. background check per school safety law).
- Step 4. Obtain appropriate access to the [Michigan Online Educator Certification System \(MOECS\)](#) as a [school user](#).
- Step 5. Log in to the system and select "Apply for Permit" from the menu of options.
- Step 6. Using the [Permit Eligibility Record](#) and all supporting documentation, respond to and verify each question asked within the MOECS online permit application. Each question routes MOECS to the permit that best fits the circumstances.
- Step 7. Once submitted, depending on the requirements and the permit type, the

application will indicate one of the following statuses:

- Pending Evaluation
- Hold
- Pending Payment (\$45)
- Approved
- Denied

### **Documentation**

It is important to note that in some cases (e.g., Daily Substitute Permit) the permit application does not require submission of documents to the Michigan Department of Education. In such cases, documentation to support the application must be maintained at the school or school district for future audit.

Documentation may include any of the following:

- College or university transcripts
- Name & Personal Identification Code (PIC) of the mentor teacher
- Evidence of a formal observation
- Score report from an approved content area test
- documentation specifying "unusual distinction or exceptional talent" (may vary)
- Copy of a business or industry license

### **Validity**

The permit is **not valid** until it reaches the approved status. This includes the payment process. A non-certified, inappropriately endorsed individual cannot be placed in the assignment until the permit is issued and valid without jeopardizing State Aid funding.

Permits are **not valid** retroactively. Permits are only valid from the issue date forward to ensure compliance with Michigan law, including school safety laws.

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through the Michigan Online Educator Certification System (MOECS) or the public verification site.

### **Renewal/Extension**

It is vital that administration, AND the candidate being considered for employment, understand the requirements for renewal or extension of each permit they are utilizing. Some renewal or extension requirements must be completed while the candidate is working in the assignment (e.g., effectiveness rating).

For additional information on permits, please contact the Office of Professional Preparation Services.

# Permit Overview: New Options

## Daily Substitute Permit:

- Used for INTERMITTENT daily substitute assignments when a teacher is temporarily unavailable.
- Requires at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- **Is limited in a single teaching assignment to no more than 45 INSTRUCTIONAL days** (consecutive or non-consecutive; weekends and holidays DO NOT count).

## Extension of the Daily Substitute Permit:

- A Daily Substitute Permit may be EXTENDED to provide additional coverage when the teacher is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is unavailable.
- Requires at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- Requires a formal satisfactory observation.
- Requires the district/school to assign a mentor teacher.

***The following substitute permits a non-certified or endorsed individual to teach up to a maximum of 4 years in the assigned area.***

## Full-Year BASIC Substitute Permit:

- Requires at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- If the assignment is in a core subject area, the individual must have a corresponding major on the transcript or passing scores on the state approved subject area test.
- Requires the district/school to assign a mentor teacher.
- Can be renewed for subsequent years if the following conditions have been met:
  - Renewal 1:* Effective or highly effective ratings in the assigned area and enrollment in a state approved teacher preparation program leading to certification.
  - Renewal 2-3:* A minimum of 6 semester credit hours towards completion of the program. Note: This means 6 additional credit hours earned since the previous renewal.

**Full-Year SHORTAGE Substitute Permit:**

- **Is only approved up to 0.5 FTE per teacher.**
- Requires the teacher to hold a Michigan Professional, Advanced Professional Education, Permanent, Life or Continuing Certificate.
- If the assignment is in a core subject area, the individual must have a corresponding major or passing scores on the state approved subject area test.
- Is limited to a maximum of three subject areas per permit.
- For assignments in special education, schools should utilize the existing Special Education Personnel Approval System.
- Can be renewed with effective or highly effective ratings in the assigned area.

**Expert Substitute Permit:**

- **Is not approved for assignments of more than 0.5 FTE**
- Requires the individual to have demonstrated unusual distinction or exceptional talent in the field of specialization that will be taught.
- Requires the individual to have at least 5 years of successful work experience in the field of specialization to be taught.
  - An individual who teaches a world language is exempt from this work requirement, but is required to demonstrate oral language proficiency by passage of an appropriate state approved world language oral examination.
- If the assignment is in a core subject area:
  - The individual must have a corresponding major or passing scores on a state approved subject area test.
  - Requires the individual to hold a bachelor's or higher degree from an approved regionally accredited institution.
- If the assignment is in a non-core subject area the individual must **either**:
  - have completed at least 90 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two or four-year colleges or universities; and
  - hold a corresponding business or industry license if an applicable license is available

OR

  - holds a bachelor's or higher degree from an approved regionally accredited institution.
- Can be renewed with effective or highly effective ratings in the assigned area.
- It is *recommended* that the district/school assign a mentor teacher.

Please utilize the guidance document for Permits: How they Work and Permit Eligibility Record to determine the most appropriate permit for specific circumstances or areas of need.

For additional information on permits, please contact the Office of Professional Preparation Services.



# Permit Eligibility Record Companion

## Guidelines for Use:

The Permit Eligibility Record is designed to guide a school's administration staff in determining the most appropriate permit when a properly certified and endorsed teacher *is not* available.

To better understand the uses and differences between each of the permits, please reference the Permit Overview: New Options guidance document.

It is vital that administration, AND candidates being considered for employment, understand the requirements for renewal or extension of each permit they are utilizing.

The permit system is strategically designed to meet both immediate staff needs (Daily Substitute Permit) as well as a transition into longer term staffing needs. The Daily Substitute Permit can be easily obtained using the Michigan Online Educator Certification System (MOECS) and can be used to fill an immediate need as requirements are met to qualify for a Full-year (either Basic or Shortage) Substitute Permit.

## Definitions:

**Additional 6 credits** – For the purpose of certain permit renewals, credit earned towards the completion of an approved teacher preparation program; these credits must be new and in addition to what was completed for any previous renewal.

**BA or Higher** – In some instances a permit will require an earned Bachelor's degree. An advanced degree would also be acceptable. This degree must be from a regionally accredited college or university that is accredited by one of the regional accrediting agencies recognized and published by the Council for Higher Education Accreditation.

**Background and Fingerprinting** – Background checks and fingerprinting are required in accordance with MCL 380.1230g.

**Business or Industry License** – The Michigan Department of Licensing and Regulatory Affairs issues licenses to individuals within other fields of business and industry, from dance studios to physical therapists.

**Core Subject Areas** – The following have been designated as core subject areas by MDE:

English	Mathematics	Economics	Geography
Reading	Sciences	History	Music
Language Arts	Foreign Languages	Civics & Government	Art

**Effective Evaluation or Higher** – Individuals working under Full-year Substitute Permits and Expert Substitute Permits meet the definition of a teacher and therefore should be evaluated accordingly. For more information on teacher evaluations refer to:  
<http://www.legislature.mi.gov/documents/2015-2016/publicact/pdf/2015-PA-0173.pdf>.

**Experience (5 years)** – Work in the field of business or industry related to the course being taught is required for the Expert Substitute Permit. While there is no time frame in which this experience has occurred, it is required that there be a minimum of 5 years.

**Expertise** – Expertise is required for the Expert Substitute Permit and may take a variety of forms. Documentation will be required and cannot simply be anecdotal.

**FTE Limit** – Full Time Equivalency is a limitation set on both the Full-year Shortage Substitute and the Expert Substitute Permits. The intent of these permits is not to fill a full-time position, but rather focus on a gap in staffing where a shortage exists or to provide a unique learning opportunity for students utilizing someone who works in another field of business or industry. A 0.5 FTE may include 1-3 courses/hours per day OR even one day per week of instruction.

**Instructional Days** – An instructional day is a day during which teachers provide instruction to or have contact with students. This would not necessarily include district scheduled holidays, professional development days or teacher work days.

**Major or Test** – A major has been determined to be equivalent to 30 semester credit hours in a specific content area. A test may vary depending on the content area, but typically includes the Michigan Test for Teacher Certification. The verification of major or passing test score is necessary to ensure content knowledge in core subject areas.

**Mentor** – A mentor is a teacher with 3 or more years of successful teaching experience and ideally experience and expertise in the content or specialty area for which the mentee is assigned. In situations where similar content area expertise is not available, a mentor with teaching experience and experience serving a similar student population is preferred.

**Professional Certificate or Higher** – The holder of the Professional, Advanced Professional Education, Continuing, Permanent or Life certificate has had the opportunity to teach, in the area or areas for which they have been prepared as a part of their teacher preparation program, for a minimum of three years.

**Program Enrollment** – Enrollment in a program typically involves either a letter from a university stating enrollment OR a transcript indicating a course is in progress. Additionally, enrollment could be verified by documentation of registration and payment verification for an upcoming course.

**Shortage** – A shortage area is one in which posting and advertising for the assignment has produced no qualified candidate and that the lack of a qualified individual jeopardizes the instructional needs of the students.

**Term Limit** – The Daily Substitute Permit has a term limit of 45 instructional days. The permit cannot be utilized for more than the set term limit. If additional days are needed, a different permit type should be sought and/or an extension requested.

**Directions for Using the Permit Eligibility Record:**

- Step 1. Identify the candidate for whom a permit is being sought.
- Step 2. Identify the academic year (e.g., 2016-17) that the candidate would be needed to begin the assignment.
- Step 3. Select the desired permit type for the candidate. If a renewal/extension may be needed, take note of the number allowable.
- Step 4. Check off the requirements that have been met in the column for the initial permit.
- Step 5. Make note of any missing requirements and requirements that lend themselves to extension, renewal or obtaining a different type of permit.
- Step 6. Complete all tasks related to confirming the requirements have been met for the permit (e.g. background check per school safety law) to be requested.
- Step 7. Apply for the permit using the Michigan Online Educator Certification System (MOECS).
- Step 8. Submit supporting documents as needed to verify the application.
- Step 9. Identify the date the permit was granted. Note: The permit is **not valid** until it reaches the approved status. This includes the \$45 payment process. A non-certified, inappropriately endorsed individual cannot be placed in the assignment until the permit is issued and valid without jeopardizing State Aid funding.
- Step 10. Monitor candidate's progress towards meeting potential renewal or extension requirements and/or continue to seek a certified and properly endorsed teacher.
- Step 11. Repeat process as needed to transition to another permit OR for renewal/extension.



Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through the MOECS or the public verification site.

Individuals who do not meet the requirements of the regular permit system and are employed under MCL 380.1233b (9-12 limited areas), section 1233c (Detroit), 380.1531f (tribal agreement) or foreign memorandum of understanding must be working directly with the Office of Professional Preparation Services to ensure compliance with these very specific laws and circumstances.

For additional information on permits, please contact the Office of Professional Preparation Services.

Last Updated 7-18-16

Beginning Academic Year

  
  
 SYMBOL  
 KEY

REQUIRED IN ALL SITUATIONS  
REQUIRED IN SOME SITUATIONS  
C CORE vs. NC NON-CORE  
WITH JOINING LINE: "EITHER-OR"

**1** Select desired permit type or renewal at right

**2** Check off requirements met below

DATE GRANTED:

BACKGROUND AND FINGERPRINT

90 COLLEGE CREDITS

BA OR HIGHER

BUSINESS OR INDUSTRY LICENSE

MAJOR OR TEST EXPERTISE

PROGRAM ENROLLMENT

+6 CREDITS IN PROGRAM

MENTOR ASSIGNED

PROFESSIONAL CERTIFICATE OR HIGHER

EFFECTIVE EVALUATION OR HIGHER

5 YEARS' WORK EXPERIENCE

**3** All checked? Apply! But be careful for term and FTE limits!

	DAILY	Extension	EXPERT	FULL-YEAR SHORTAGE	FULL-YEAR BASIC	1st Renewal	2nd Renewal	3rd Renewal	One academic year	One academic year	One academic year	45 instructional days	TERM LIMIT	FTE LIMIT
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# TEACHER CERTIFICATION CODE:

## SUMMARY OF KEY CHANGES

Proposed amendments to this rule set are designed to create consistency in terminology and processes across all certification rule sets promulgated by the Department of Education (i.e., Teacher Certification Code, School Administrator Certification Code, School Psychologist Certification Code, and Certification and Licensure of School Counselors). The goal of many of these proposed amendments is also to streamline the rules, eliminate duplication, and present a logical, more customer-friendly regulatory scheme.

The Department of Education issues approximately 25,000 teaching credentials and 20,000 substitute permits annually. There are approximately 32 approved teacher preparation programs in Michigan. Approximately 100,000 teachers are employed in Michigan K-12 schools annually.

Part	Rule	Section/Sub-Section	Summary of Change(s)
1. General Provisions	390.1101	Definitions	<ul style="list-style-type: none"> <li>Renamed, redefined, added definitions</li> </ul>
	1103	Successful teaching	<ul style="list-style-type: none"> <li>Removed 3 year reference to prevent conflict with MCL 380.1531j</li> <li>Changed 150 teaching days to "instructional"</li> <li>Clarified a year of employment can be accumulated</li> <li>Clarified a day = minimum of 6 hours; two partial days may be combined</li> </ul>
	1105		<ul style="list-style-type: none"> <li>Updated terms; Use of CTE terminology vs. occupational</li> </ul>
	1111		<ul style="list-style-type: none"> <li>Simplified language</li> <li>Deleted unenforceable language</li> </ul>
	1115	Applications, semester credit hours; examination scores	<ul style="list-style-type: none"> <li>Updated terms</li> <li>Introduced "standard" rather than "provisional" certificate</li> </ul>
	1117	Certificate restrictions and expiration.	<ul style="list-style-type: none"> <li>Updated terms</li> <li>Continued implementation of "standard certificate"</li> <li>Explicit use of "CTE standard certificate"</li> </ul>
	1118	Nullification of teaching certificate.	<ul style="list-style-type: none"> <li>Clarified process per MCL 380.1532</li> </ul>
2. Standard Teaching Certificate and Interim teaching certificate	390.1121	General provisions.	
	1122	General Education; approved planned program or equivalent.	<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>
	1122a	Interim teaching certificate.	<ul style="list-style-type: none"> <li>Added ability to expire ITC when candidate exits program</li> <li>Added ability/option to add endorsement to MI certificate using alternate route and ITC</li> </ul>
	1123	Initial standard teaching certificate; program requirements.	<ul style="list-style-type: none"> <li>Updated terms (e.g., reading to literacy)</li> <li>Combined 1122, 1124, 1126 &amp; 1127 for clarity, consistency &amp; flow</li> <li>Clarified language around program requirements: removed major/minor &amp; removed credit specification for some parts of initial preparation</li> </ul>
	1124	Scholastic averages; directed teaching	<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>

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	1125	Degree and recommendations.	<ul style="list-style-type: none"> <li>No substantive changes</li> </ul>
	1126	State elementary provisional certificates.	<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>
	1127	State secondary provisional certificates.	<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>
	1129	Additional endorsements.	<ul style="list-style-type: none"> <li>Updated terms: philosophical change on how MDE thinks about additional endorsements and all programs beyond the initial preparation programs</li> </ul>
	1129a	Procedures at expiration of provisional certificates before September 1, 2013.	<ul style="list-style-type: none"> <li>Rescinded: Expired Rules</li> </ul>
	1129b	Procedures at expiration of standard teaching certificate.	<ul style="list-style-type: none"> <li>Reorganized for clarity and flow</li> <li>Updated 150 continuing education language to match 2013 statewide waiver</li> <li>Re-added one time renewal based upon an earned master's or higher degree (old "master's earned at any time" removed in 2012)</li> <li>Added ability to continually renew standard certificate</li> <li>Tied requirements to progress to Professional certificate back to MCL 380.1531j</li> <li>Removed "within 5 years preceding date of application" restriction, but retained "since the issue date" of last certificate</li> </ul>
	1130	Reciprocity agreements.	<ul style="list-style-type: none"> <li>Updated for clarity on reciprocity and acceptance of out-of-state and out-of-country teacher certification programs</li> <li>Removed the 3-years of experience restriction on out-of-state alternative route programs</li> <li>Referenced law where appropriate (e.g., first aid &amp; CPR requirement, Temporary Teacher Employment Authorizations)</li> </ul>
3. Professional Education Certificate	390.1132	Professional education certificate; before July 1, 2018.	<ul style="list-style-type: none"> <li>Updated 150 continuing education language to match 2013 statewide waiver</li> <li>Included sunset date to reflect MCL 380.1531j requirements</li> <li>Added language to address reading requirement in MCL 380.1531(4)</li> <li>Removed "within 5 years preceding date of application" restriction, but retained "since the issue date" of last certificate</li> </ul>
	1133	Professional education certificate; beginning July 1, 2018.	<ul style="list-style-type: none"> <li>Added language to address MCL 380.1531j specific to Professional certificates issued beginning July 1, 2018</li> <li>Added ability to progress based upon an earned master's or higher degree (old "master's earned at any time" removed in 2012)</li> <li>Updated 150 continuing education language to match 2013 statewide waiver</li> <li>Added language to address reading requirement in MCL 380.1531(4)</li> <li>Removed "within 5 years preceding date of application" restriction, but retained "since the issue date" of last certificate</li> </ul>
	1134		<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>
	1135	Professional education certificate renewal.	<ul style="list-style-type: none"> <li>Updated 150 continuing education language to match 2013 statewide waiver</li> <li>Added new one time renewal based upon valid out-of-state certificate and experience to enable smoother transition back to Michigan schools</li> <li>Removed "within 5 years preceding date of application" restriction, but retained "since the issue date" of last certificate</li> </ul>

	1137	Advanced professional education certificate.	<ul style="list-style-type: none"> <li>Updated for clarity</li> <li>Added language to address MCL 380.1531k</li> </ul>
	1138	Advanced professional education certificate; renewal.	<ul style="list-style-type: none"> <li>Updated 150 continuing education language to match 2013 statewide waiver</li> <li>Updated for clarity</li> <li>Added language to address MCL 380.1531k</li> </ul>
4. Substitute Permits	390.1141-1147	Substitute permits; general provisions.	<ul style="list-style-type: none"> <li>Provided for new permit options- See Permits Summary document(s)</li> </ul>
5. Teacher Preparation Providers	390.1151	Approved teacher preparation providers and programs.	<ul style="list-style-type: none"> <li>Combined and incorporated pieces within other sections (1122, 1123, 1124, 1126 &amp; 1127) specific to teacher preparation program approvals and program providers</li> <li>Specifies authority for program approval is with the state superintendent</li> </ul>
	1152		<ul style="list-style-type: none"> <li>No substantive changes</li> </ul>
	1153		<ul style="list-style-type: none"> <li>clarified that experimental programs may not waive specific legal requirements for candidates seeking teaching certification</li> </ul>
	1154		<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>
6. CTE endorsements, certificates, and authorization	1161	Standard teaching certificate and professional education certificate with CE endorsement.	<ul style="list-style-type: none"> <li>Name changes to Standard teaching certificate or Professional Education certificate with a CTE endorsement</li> <li>Use of CTE terminology vs. occupational</li> <li>Changed recent and relevant experience to be defined by Superintendent of Public Instruction</li> </ul>
	1162		<ul style="list-style-type: none"> <li>Rescinded: Combined and incorporated pieces within other sections</li> </ul>
	1163	CTE standard certificate.	<ul style="list-style-type: none"> <li>Changed name of certificate and clarify meaning of endorsement</li> <li>Use of CTE terminology vs. occupational</li> <li>Clarified the length of the validity</li> <li>Changed recent and relevant experience to be defined by Superintendent of Public Instruction</li> <li>Defined the progression and renewal of a CTE certificate to align with the Standard teaching certificate</li> </ul>
	1164	CTE professional certificate; before July 1, 2018.	<ul style="list-style-type: none"> <li>Mirrors that language for progression to the Professional; except for reading methods which is not required</li> <li>Clarifies reading diagnostics requirement</li> </ul>
	1164a	CTE professional certificate; beginning July 1, 2018.	<ul style="list-style-type: none"> <li>Removed "Before Sept 1, 2013" language</li> <li>New rule mirrors the progression from the Standard to the Professional</li> </ul>
	1165	Annual CTE authorization.	<ul style="list-style-type: none"> <li>Changed name of certificate</li> <li>Use of CTE terminology vs. occupational</li> <li>Clarified meaning of endorsement</li> <li>Changed recent and relevant experience to be defined by Superintendent of Public Instruction; plus required "work standards"</li> <li>Added option for Credit track extension at the discretion of the Superintendent of Public Instruction</li> <li>Added new language regarding the Superintendent of Public Instruction's option to rescind</li> </ul>
	1166 - 1167		<ul style="list-style-type: none"> <li>No substantive changes</li> </ul>

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9. Effective Date and Rescission			<ul style="list-style-type: none"> <li>• Rescinded: Unnecessary and not in conformance with current practice</li> </ul>
10. Denial, suspension, and revocation of teaching certificates and state board approvals	390.1201	Denial, suspension, or revocation of certificate or state board approval; reinstatement.	<ul style="list-style-type: none"> <li>• Removed a fixed term</li> <li>• Redefined offense listed to crime described in MCL 380.1535a or 1539b</li> <li>• Clarified MDE's right to refuse renewal for ineligibility after a conditional agreement</li> <li>• Clarified and added language regarding fitness of a teacher to be in the classroom</li> <li>• Added ability to not reinstate a suspended or revoked certificate if the person was convicted of a crime described in section 380.1535a or 1539b</li> </ul>
	1203	Investigation.	<ul style="list-style-type: none"> <li>• Similar to 1201</li> </ul>
	1204	Notice of basis for action, notice of right to hearing; informal conference to show compliance; referral for hearing.	<ul style="list-style-type: none"> <li>• Changed written charges to Notice of charges for the basis of action to a certificate</li> </ul>
	1216	Action by superintendent of public instruction on proposal for decision.	<ul style="list-style-type: none"> <li>• Replaced references to SOAHR with Michigan Administrative Hearing System</li> </ul>

**Pertinent laws impacting teacher certification:**

Certification Requirements: MCL 380.1 to 380.1853

Reciprocity: MCL 380.1531(6), MCL 380.1531(16)

Certificate Validity: MCL 380.1532

Educator Effectiveness Ratings: MCL 380.1531j & k

Reading Requirement: MCL 380.1531(4)

First Aid & CPR: MCL 380.1531d

District Provided PD: MCL 380.1527

2-Year Extension: MCL 380.1531e

Alternate Routes: MCL 380.1531i

Educator Evaluations MCL 380.1249

Permits MCL 380. 1233b, c, & f

School Safety: MCL 380.1535a & 380.1539b

State Aid Deductions: MCL 388.176



# ADMINISTRATOR CERTIFICATION CODE:

## SUMMARY OF KEY CHANGES

Proposed amendments to this rule set are designed to create consistency in terminology and processes across all certification rule sets promulgated by the Department of Education (i.e., Teacher Certification Code, School Administrator Certification Code, School Psychologist Certification Code, and Certification and Licensure of School Counselors). The goal of many of these proposed amendments is also to streamline the rules, eliminate duplication, and present a logical, more customer-friendly regulatory scheme.

Rule	Section/Sub-Section	Summary of Change(s)
380.101	Definitions	<ul style="list-style-type: none"> <li>Renamed, redefined, added definitions</li> </ul>
380.102	Certificate and permit requirements for school administrators.	<ul style="list-style-type: none"> <li>Added 1246 (1)a (grand-parented certificate) and 1246 1(b) school administrator certificate (traditional or alternate route)</li> <li>Reference to a full year permit for school administrators that use the 6 months/3 years option for employment described in R380.116</li> <li>Added "shall hold the appropriate PK-12 or central office endorsement" to the rules to require endorsements at each level</li> </ul>
102a		<ul style="list-style-type: none"> <li>Rescinded</li> </ul>
380.103	School administrator (1246(1)(a)) certificate	<ul style="list-style-type: none"> <li>Adds 1246(1)(b) certificate</li> <li>Defines the 1246(1)(a) certificate</li> </ul>
380.104	School administrator (1246(1)(b)) certificate	<ul style="list-style-type: none"> <li>Adds 1246(1)(b) certificate</li> <li>Defines the 1246(1)(b) certificate</li> </ul>
380.105	School administrator (1246(1)(b)) certificate and endorsements	<ul style="list-style-type: none"> <li>Specifies how to obtain the 1246(1)(b) through an alternate route program and requirements for providers</li> </ul>
380.106	Out-of-state applicant for school administrator (1246(1)(b)) certificate.	<ul style="list-style-type: none"> <li>Clarifies language for out-of-state 1246(1)(b) certificate holders</li> </ul>
380.107	Expiration of school administrator certificate	<ul style="list-style-type: none"> <li>Revised language for expiration date of a school administrator certificate</li> <li>Applies responsibility to holder and district</li> </ul>
107a		<ul style="list-style-type: none"> <li>Rescinded</li> </ul>
380.109	Renewal of school administrator certificate	<ul style="list-style-type: none"> <li>Revised language to align with other rule sets</li> <li>Added OOS and in-state renewal requirements for out of state school administrator certificate</li> </ul>
380.111	School administrator preparation program providers; standards and approval	<ul style="list-style-type: none"> <li>Revised the section on national accreditation to include language regarding continued approval</li> </ul>
111a		<ul style="list-style-type: none"> <li>Rescinded</li> </ul>
111b	Professional learning enhancement	<ul style="list-style-type: none"> <li>Specialty and enhancement endorsements were revised to reflect their existence of professional learning programs</li> </ul>
380.112	Approved school administrator preparation providers; experimental programs	<ul style="list-style-type: none"> <li>Revised language to align with other rule sets</li> </ul>

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380.114		<ul style="list-style-type: none"> <li>• Rescinded</li> </ul>
380.116	Full-year school administrator permit	<ul style="list-style-type: none"> <li>• Provide a permit for school administrators that are choosing the 6-month and 3 years to complete an approved school administrator program</li> <li>• Permit is now required for school administrators to track progression through approved program</li> </ul>
380.121	Denial, suspension, or revocation of school administrator certificate; reinstatement	<ul style="list-style-type: none"> <li>• Includes particulars for compliance hearings</li> </ul>
380.123	Investigation	<ul style="list-style-type: none"> <li>• Added language to address the designee who initiates investigation</li> </ul>
380.124	Notice of basis for action; notice of right to hearing; informal conference to show compliance; referral for hearing	<ul style="list-style-type: none"> <li>• process for compliance hearing timeline and decision</li> </ul>
380.136	Action by superintendent of public instruction on proposal for decision	<ul style="list-style-type: none"> <li>• Simplified language</li> </ul>

**Pertinent laws impacting teacher certification:**

Employment; continuing education; rules; certification requirements: MCL 380.1246

Programs; endorsements; development of standards: MCL 380.1536

# CERTIFICATION AND LICENSURE OF SCHOOL COUNSELORS CODE:

## SUMMARY OF KEY CHANGES

Proposed amendments to this rule set are designed to create consistency in terminology and processes across all certification rule sets promulgated by the Department of Education (i.e., Teacher Certification Code, School Administrator Certification Code, School Psychologist Certification Code, and Certification and Licensure of School Counselors). The goal of many of these proposed amendments is also to streamline the rules, eliminate duplication, and present a logical, more customer-friendly regulatory scheme. There are nine approved school counselor educator programs in Michigan.

Rule	Section/Sub-Section	Summary of Change(s)
390.1301	Definitions	<ul style="list-style-type: none"> <li>• Clarified, standardized, updated definitions as necessary</li> </ul>
1302	School Counselor credentials and role	<ul style="list-style-type: none"> <li>• Minor wordsmith changes to address the role of school counselor</li> </ul>
1303	School counselor endorsement; applicant trained in Michigan approved school counselor preparation program.	<ul style="list-style-type: none"> <li>• No substantive changes</li> </ul>
1303a	School counselor endorsement; applicant trained in an out-of-state school counselor preparation program.	<ul style="list-style-type: none"> <li>• No substantive changes</li> </ul>
1304	Preliminary employment authorization to work as a school counselor for in-state applicants only.	<ul style="list-style-type: none"> <li>• Requirements are clarified including specific reference to training in Michigan</li> <li>• Deletion of wording "outstanding coursework"</li> </ul>
1305	School counselor license; applicant trained in Michigan approved school counselor preparation program.	
1306	School counselor license; applicant trained in out-of-state school counselor preparation program.	<ul style="list-style-type: none"> <li>• Validity period of license is clarified</li> <li>• Modified to align with the standardization of other advance credentials</li> <li>• Continuing education renewal requirements are updated to be more lenient</li> <li>• Replaced 5 year renewal requirement for completing professional development with "since issuance of last school counselor credential"</li> </ul>

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1307	Temporary school counselor authorization; applicant trained in out-of-state school counselor preparation program.	<ul style="list-style-type: none"> <li>• No substantive changes</li> </ul>
1308	School counselor credential restrictions and expiration dates.	<ul style="list-style-type: none"> <li>• Validity period of the license is specified and renewal requirements of R390.1305</li> <li>• Rule consolidates and clarifies the expiration dates of school counselor credentials</li> </ul>
1309	Initial program approval.	<ul style="list-style-type: none"> <li>• Newly proposed rule is standard across all certification rule sets promulgated by Dept. of Education.</li> </ul>
1310	Denial, suspension, or revocation of school counselor credential; reinstatement.	<ul style="list-style-type: none"> <li>• Newly proposed rule is standard across all certification rule sets promulgated by Dept. of Education.</li> </ul>
1311	Investigation.	<ul style="list-style-type: none"> <li>• Added new section to align with other certification rules</li> <li>• Added to include language involving the investigation process</li> </ul>
1312	Notice of basis for action; notice of right to hearing; informal conference to show compliance; referral for hearing.	<ul style="list-style-type: none"> <li>• Added new section to align with other certification rules</li> <li>• Added to identify a mechanism for denial or revocation of certification for those who engage in conduct that demonstrates lack of fitness to serve a school counselor</li> <li>• Added to provide procedural protections for individuals who challenge action taken against their certificate including reasonable notice and opportunities to be heard</li> </ul>
1313	Action by superintendent of public instruction on proposal for decision.	<ul style="list-style-type: none"> <li>• Added new section to align with other certification rules</li> <li>• Added to identify the role of the superintendent</li> <li>• Superintendent of public instruction must approve any finding of compliance or settlement and makes the final decision following an administrative hearing.</li> </ul>

**Pertinent laws impacting school counselor certification:**

Certification Requirements: MCL 380.1251

District Provided PD: MCL 380.1527

School Safety: MCL 380.1535a & 380.1539b

State Aid Deductions: MCL 388.176

# SCHOOL PSYCHOLOGIST CERTIFICATION CODE:

## SUMMARY OF KEY CHANGES

Proposed amendments to this rule set are designed to create consistency in terminology and processes across all certification rule sets promulgated by the Department of Education (i.e., Teacher Certification Code, School Administrator Certification Code, School Psychologist Certification Code, and Certification and Licensure of School Counselors). The goal of many of these proposed amendments is also to streamline the rules, eliminate duplication, and present a logical, more customer-friendly regulatory scheme.

Part	Rule	Section/Sub-Section	Summary of Change(s)
SP rules are not divided into "parts"	380.201	Definitions	<ul style="list-style-type: none"> <li>Renamed, redefined, added definitions</li> </ul>
	380.202	Individuals required to hold school psychologist certification; exception.	<ul style="list-style-type: none"> <li>Renamed rule title</li> <li>Simplified/clarified language</li> <li>Eliminated obsolete reference to 1992 requirement</li> <li>Added subrule allowing licensed psychologist to practice as school psychologists</li> </ul>
	380.203	Role of school psychologist.	<ul style="list-style-type: none"> <li>Removed detailed description of roles from rules so that roles can be defined by state board-approved standards</li> </ul>
	380.204	Preliminary school psychologist certificate; applicant trained in Michigan approved school psychologist preparation program.	<ul style="list-style-type: none"> <li>Renamed rule title</li> <li>Simplified/clarified language</li> <li>Defined practicum/internship hours in greater detail</li> <li>Simplified application and recommendation requirements</li> <li>Added experience requirement for supervising school psychologist</li> <li>Added option to renew with a valid out-of-state certificate</li> </ul>
	380.205	Preliminary school psychologist certificate; applicant trained in out-of-state approved school psychologist preparation program.	<ul style="list-style-type: none"> <li>Renamed rule title</li> <li>Simplified/clarified language</li> <li>Clarified the application steps</li> <li>Added option to renew with a valid out-of-state certificate</li> </ul>
	380.206	School psychologist certificate.	<ul style="list-style-type: none"> <li>Simplified language and changed some terminology (replaced "school age pupils" with "students")</li> <li>Changed credit requirement for specialist degree from 45 + 15 to 60 credits</li> <li>Changes the internship requirement from 600 clock hours to 1200 clock hours to align with national standards and eliminated the 1-year experience requirement.</li> <li>Defined supervisor hours – 2 hours weekly</li> <li>Simplified application and recommendation requirements</li> <li>Aligned renewal requirements with those of other MI professional certificates – 150 hours of professional learning (college credits, SCECHs, DPPD) earned "since the issuance of"</li> <li>Added renewal options for a holder of a MI professional certificate, a valid out-of-state certificate, or a national certificate</li> </ul>

	380.206a	Out-of-state applicants for school psychologist certificate.	<ul style="list-style-type: none"> <li>Rescinded. Requirements addressed in 380.206 (4)</li> </ul>
	380.207	Initial program approval.	<ul style="list-style-type: none"> <li>Renamed rule title</li> <li>Aligned program approval language with other certification rules</li> <li>Clarifies the steps for initial program approval, continued approval, and accreditation</li> </ul>
	380.208	School psychologist competencies.	<ul style="list-style-type: none"> <li>Removed detailed description of competencies from rules so that competencies can be defined by state board-approved standards</li> </ul>
	380.209	Eligibility of persons who have temporary or full approval on August 31, 1992	<ul style="list-style-type: none"> <li>Rescinded since the option under this rule is no longer available</li> </ul>
	380.211	Denial, suspension, or revocation of preliminary school psychologist certificate or school psychologist certificate; reinstatement.	<ul style="list-style-type: none"> <li>Added new section to align with other certification rules</li> <li>Added to address the denial, suspension, and revocation of school psychologist credentials for enumerated reasons</li> <li>Added to include language for the reinstatement of school psychologist credentials</li> </ul>
	380.212	Investigation.	<ul style="list-style-type: none"> <li>Added new section to align with other certification rules</li> <li>Added to include language involving the investigation including designating the person to perform the investigation</li> </ul>
	380.213	Notice of basis for action; notice of right to hearing; informal conference to show compliance; referral for hearing.	<ul style="list-style-type: none"> <li>Added new section to align with other certification rules</li> <li>Added to identify a mechanism for denial or revocation of certification for individuals who engage in conduct that demonstrates lack of fitness to serve as a school psychologist</li> <li>Added to provide procedural protections for individuals who challenge action taken against their certificate including reasonable notice and opportunities to be heard</li> </ul>
	380.214	Action by superintendent of public instruction on proposal for decision.	<ul style="list-style-type: none"> <li>Added new section to align with other certification rules</li> <li>Added to identify the role of the superintendent</li> </ul>

**Pertinent laws impacting school psychologist certification:**

Certification Requirements: MCL 380.1251

School Safety: MCL 380.1535a & 380.1539b

Transfer of authority: E.R.O. 1996-7, MCL 388.993 & 388.994

State Aid Deductions: MCL 388.176

District Provided PD: MCL 380.1527