

APPROVAL FOR SPECIAL EDUCATION DIRECTOR (TEMPORARY, CONTINUING TEMPORARY, FULL)

TEMPORARY APPROVAL POLICY & CRITERIA:

NOTE: Temporary approval may be requested by the candidate's employing school district or intermediate school district (ISD), or by a candidate who is not employed as special education director.

1. The candidate must possess a master's degree or higher.
2. The candidate must possess a valid full approval or endorsement in at least one area of special education from the Michigan Department of Education, Office of Special Education (MDE, OSE).
3. Temporary approval is granted to the requesting school district or intermediate school district (ISD) for a time period of not more than one school year.
4. A request for approval must be received by the MDE, OSE during the school year (July 1 to June 30) in which the effective date applies.
5. The candidate must have three years of successful professional practice or administrative experience in special education, or a combination of practice and experience.
6. The candidate's Michigan university/college must verify that 12 semester or equivalent hours of graduate credit toward full approval have been completed.
7. Temporary approval is granted from the beginning of the school year in which the request was initiated or the candidate's date of employment as a special education director, whichever is later. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.
8. Temporary approval is transferable from one school district to the next.

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CONTINUING TEMPORARY APPROVAL POLICY & CRITERIA:

1. A candidate for continuing temporary approval must have received temporary or continuing temporary approval as a director of special education in the previous school year.
2. Continuing temporary approval is granted to the requesting school district or intermediate school district (ISD) for a time period of not more than one school year.
3. The employer must request continuing temporary approval for each consecutive year the candidate continues to be employed as a director of special education but has not met all the coursework requirements.
4. The candidate's teacher preparation institution must verify that the candidate completed six semester or equivalent hours of credit toward full approval between August 31 of the current school year and September 1 of the next school year.
5. A request for approval must be received by the Michigan Department of Education, Office of Special Education (MDE, OSE) during the school year (July 1 to June 30) in which the effective date applies.
6. Continuing temporary approval is granted from the beginning of the school year in which the request was initiated or the candidate's date of employment as a special education director, whichever is later. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.
7. Continuing temporary approval is transferable from one school district to the next.

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FULL APPROVAL POLICY & CRITERIA:

1. The candidate's Michigan university/college must verify that the candidate completed all training requirements. This includes 30 semester or equivalent hours of graduate credit and a successful 200 clock-hour practicum in special education administration.
2. A request for approval must be received by the Michigan Department of Education, Office of Special Education (MDE, OSE) during the school year (July 1 to June 30) in which the effective date applies.
3. Full approval is granted from the beginning of the school year in which the request was initiated or the candidate's date of employment as a special education director, whichever is later. Approval is granted any time throughout the school year for which the approval is effective, but no later than June 30.
4. Full approval does not expire and is transferable from one school district to the next.

