

**Michigan Department of Education**  
Office of Special Education & Early Intervention Services

**\*CONTINUING TEMPORARY APPROVAL FOR  
RESOURCE PROGRAM TEACHERS**

**Policy & Criteria**

**POLICY:**

1. A fully qualified resource program teacher will hold a valid Michigan teaching certificate showing a special education endorsement in at least one area of special education.
2. Continuing temporary approval is granted to a requesting Local Education Agency, Public School Academy, Intermediate School District, or State Agency (LEA/PSA/ISD/State Agency) for a time period of not more than one school year when the candidate remains in the same resource program assignment for which the original approval was granted.
3. Continuing temporary approvals are requested only when the teacher is employed in the position for which the request is intended.
4. Continuing temporary approval is granted retroactively to the beginning of the school year in which the request was received by the Michigan Department of Education, Office of Special Education and Early Intervention Services (MDE- OSE-EIS). The expiration date occurs at the end of the school year for which it has been granted.
5. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
6. Continuing temporary approval is not transferable from one school district to the next.
7. Continuing temporary approval is not granted to teachers in private schools and other agencies not included in the definition of special education programs and services in the school code of 1976, section 380.6(7).
8. A fee of \$50.00 will be charged to the applicant for all continuing temporary approvals in teaching positions, pursuant to Public Act 339 of the Public Acts of 1988. The continuing temporary approval will be conditionally approved pending payment of the fee.

## **Continuing Temporary Approval for Resource Program Teacher Positions Policy & Criteria**

### **CRITERIA:**

- The candidate must hold a valid Michigan teaching certificate.
- The candidate must continue to be employed in the same category of assignments as employed and approved in the previous school year. A copy of the previous school year approval must be on file.
- Continuing temporary approval may be requested if the candidate's Michigan university/college of training has provided evidence indicating that at least 6 semester hours of coursework towards full endorsement or approval in an appropriate program category of special education was completed between September 1 of the previous school year and August 31 of the current school year. This is only required for those candidates lacking a special education endorsement on their Michigan teaching certificate.

### **No Child Left Behind – Highly Qualified**

\*An option in NCLB allows a teacher to be highly qualified if participating in an alternative route to certification as defined at 34 C.F.R. §200.56 (a)(2)(ii). This will apply to persons under Special Education Personnel Approval as defined under R 340.1783 of the Administrative Rules for Special Education who are only lacking the special education endorsement for the given assignment but have met all other requirements set forth for Special Education Teachers to be Highly Qualified.

The timeline for meeting these requirements is contingent upon the date of employment under temporary approval as a special education teacher. Candidates **may only function under a temporary or continuing temporary approval for three years effective on the date of hire for that position within the school district to be considered "Highly Qualified."**

## **Continuing Temporary Approval for Resource Program Teacher Positions Policy & Criteria**

### **PROCEDURES:**

#### **The employer (LEA/ISD/State Agency-Facility) must:**

- Initiate the request by completing the Continuing Temporary Approval for Resource Program Teacher form.
- Forward all information to the ISD; retain a copy for your records.

#### **The ISD will:**

- Determine if the request is accurate and complete.
- Forward a copy of the request form and all attachments to the designated Michigan university/college.

#### **The Michigan University/College will:**

- Complete the Program Verification (PV) form to verify that the candidate is enrolled in the appropriate program.
- Verify that the candidate has completed 6 semester hours toward full approval between September 1 of the previous school year and August 31 of the current school year.
- Retain a copy of the PV form (and all other information sent by the ISD) and send a copy of the PV form to the ISD.

## **Continuing Temporary Approval for Resource Program Teacher Positions Policy & Criteria**

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### **The ISD will:**

- Review the PV form.
- Complete applicable information on the request form.
- Submit request electronically to MDE-OSE-EIS.
- Print off billing letter that is automatically generated after submission and distribute to the employer.

### **The employer (LEA/PSA/ISD/State Agency-Facility) must:**

- Distribute a copy of the billing letter to the candidate.

### **The ISD will:**

- Print off approval letter once bill is paid from the online approvals system.
- Distribute a copy of the approval letter to the employer.

### **The employer (LEA/PSA/ISD/State Agency-Facility) must:**

- Distribute a copy to the candidate.

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