



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

FULL APPROVAL FOR DIRECTOR OF SPECIAL EDUCATION

Policy & Criteria

POLICY:

1. A request for full approval as a director of special education is initiated by the employer for a candidate who has met the following requirements:
 - a. Master's degree or higher.
 - b. Full approval or endorsement in at least one area of special education.
 - c. Three years of successful professional practice or administrative experience in special education, or combination of practice and experience.
 - d. Successful 200 clock-hour practicum in special education administration.
 - e. Verification for director of special education from a Michigan university/college approved for the preparation of special education directors indicating that all requirements for full approval have been met.
2. 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.
3. Full approval as a director of special education does not expire and is transferable from one employer to the next.
4. Full approval as a director of special education is effective from the beginning of the school year in which it is requested or from the date that the candidate completed all requirements for full approval, whichever is later.

Full Approval for Director of Special Education Policy & Criteria

Page 2

CRITERIA:

1. The candidate must hold an earned master's degree or higher.
2. The candidate must hold full approval or endorsement in at least 1 area of special education.
3. The candidate must have completed 3 years of successful professional practice or administrative experience in special education, or combination of practice and experience.
4. The candidate must receive a verification form for director of special education from a Michigan university/college approved for the preparation of special education directors indicating that all requirements for full approval have been met.

PROCEDURES:

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

1. Initiate the request by completing the Full Approval for Director of Special Education form.
2. Forward all information to the ISD; retain a copy for your records.

The ISD will:

1. Determine if the request is accurate and complete.
2. Forward a copy of the request form and all attachments to the Michigan university/college of training for director of special education.

The Michigan University/College will:

- Complete the University/College Program Verification (PV) form to verify the candidate has completed all coursework in a program of training for director of special education.
- Retain a copy of the University/College Program Verification (PV) form and all information included in the request.
- Send the remaining copies of the University/College Program Verification (PV) form to the ISD.

Full Approval for Director of Special Education Policy and Criteria

Page 3

The ISD will:

- Review the REC:ADMIN form.
- Complete the applicable request form.
- Retain a copy of the REC:ADMIN form and all information included in the request.
- Submit request electronically to the MDE-OSE/EIS, and print the approval letter that is generated automatically after submission.
- Retain a copy of the approval letter. Distribute a copy of the approval letter to the employer.

The employer will:

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

(Rev. 12/2008)