



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

FULL APPROVAL FOR EARLY CHILDHOOD SPECIAL EDUCATION TEACHER

Policy & Criteria

POLICY:

1. Either a candidate or an employer (LEA/PSA/ISD/State Agency) may request the approval.
2. If a candidate does not have a ZA endorsement or an endorsement reading early childhood as well as an endorsement in an area of special education, but has a major or minor in early childhood education or child growth and development and an endorsement in an area of special education, a candidate or employer must apply for and obtain a letter of approval from the Michigan Department of Education, Office of Special Education and Early Intervention Services (MDE-OSE-EIS) to teach early childhood special education. **There is no endorsement for Early Childhood Special Education Teacher.**
3. Programs may be titled under other categories; however, if more than half of the students assigned to the program are less than 6 years old, the teacher must have approval to teach students in an early childhood special education.
4. Temporary approval may be requested and granted for teachers of students in an early childhood program that have not met the requirements for full approval through the regular procedures and requirements used in other areas for teachers of students with disabilities.
5. A request for full approval must be received by the MDE-OSE/EIS 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. Full approval as an Early Childhood Special Education Teacher does not expire and is transferable from one employer to the next.
7. Full approval as an Early Childhood Special Education Teacher is effective from the beginning of the school year in which it is requested or the date that all requirements for the approval were met, whichever is later.

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CRITERIA:

1. The candidate must hold a valid Michigan teaching certificate with at least one area of endorsement in special education and a major or minor in early childhood education, or child growth and development.

PROCEDURES:

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

- Initiate the request by completing the Full Approval for Early Childhood Special Education Teacher form.
- Attach required documentation.
- Forward all information to the ISD; retain a copy for your records.

The ISD will:

- Complete the applicable information on the request form.
- Submit request electronically to MDE-OSE/EIS.
- Print the approval letter that is generated automatically after submission.
- Distribute a copy of the approval letter to the employer.

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The employer (LEA/PSA/ISD/State Agency) will:

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

If the request is initiated by the candidate:

The Candidate will:

- Send the request form and all applicable documentation to MDE-OSE/EIS.

The MDE-OSE-EIS will:

- Review the request, if all information is accurate and complete an approval letter will be processed.
- Distribute a copy of the approval letter to the candidate.

(Rev. 10/2009)