



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

FULL APPROVAL FOR SCHOOL SOCIAL WORKER

Policy & Criteria

POLICY:

1. Full approval as a school social worker is transferable from one employer to the next.
2. Full approval as a school social worker does not expire while the candidate remains employed as a school social worker.
3. A request for full approval must be received by the Michigan Department of Education, Office of Special Education and Early Intervention Services (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.
4. A previously fully approved school social worker who **has not** been employed as a school social worker in an approved program in Michigan for 5 or more consecutive years shall obtain re-approval from the Michigan State Board of Education as a condition of reemployment.
5. Full approval as a school social worker is effective from the beginning of the school year in which it is requested or from the date that the candidate satisfactorily completed 1 year as a school social worker with direction from a fully approved school social worker, whichever is later.
6. All candidates for full approval as a school social worker will have completed all training requirements, including a 500 clock hour supervised social work practicum, prior to application for temporary approval as a school social worker. Therefore, no recommendation from a Michigan college/university is required for full approval.

Full Approval for School Social Worker Policy & Criteria

CRITERIA:

1. A request for full approval as a school social worker may be initiated by the employer (LEA/PSA/ISD/State Agency) for a candidate who has met the following training requirements:
 - A Master's degree from a graduate school of social work program approved by the Michigan State Board of Education.
 - A minimum of a 500 clock hour supervised social work practicum.
 - A previous recommendation for temporary approval from an approved Michigan university school of social work training program.
 - Documentation from the employer of the satisfactory completion of 1 year as a school social worker with direction from a fully approved school social worker.

2. The one year (1.0 FTE) of successful experience as a school social worker must be gained while under temporary or continuing temporary approval as a school social worker.

PROCEDURES:

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

- Have documentation that the criteria have been met.
- Initiate the request by completing the Full Approval for School Social Worker form.
- Forward the information to the ISD; retain a copy for your records.

The ISD will:

- Determine if the request is accurate and complete.
- Submit request electronically to MDE-OSE/EIS and print the approval letter that is generated.
- Retain a copy of the approval letter. Distribute a copy to the employer.

**Full Approval for School Social Worker Positions
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The employer (LEA/PSA/ISD/State Agency) will:

- Distribute a copy to the candidate.

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