

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

## **FULL APPROVAL FOR TEACHER CONSULTANT Policy & Criteria**

### **POLICY**

1. Teacher consultant approval is granted to a teacher with a valid Michigan teaching certificate and full endorsement in one of the following areas: learning disabilities, emotional impairment, cognitive impairment, visual impairment, hearing impairment, physical and other health impairment and autism.
2. Private school teaching experience is recognized by the Department of Education in meeting the one year of required teaching experience that is not required to be in a special education classroom. Private school teaching experience will not suffice for the two years of required special education classroom teaching experience.
3. Substitute teaching in regular or special education is acceptable in meeting the teaching experience requirements.
4. Teacher consultant approval is specific to the category of endorsement. Application for teacher consultant approval may be made for each area of special education endorsement listed in item #1 above.
5. A request for approval must be received by the Michigan Department of Education (MDE) 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. Teacher consultant approval does not expire and is transferable from one employer to the next.
7. Teacher consultant approval is effective from the beginning of the school year in which it is requested or the date that the training requirements were completed, whichever is later.

### **CRITERIA**

1. The candidate must hold a valid Michigan teaching certificate showing a special education endorsement in the category in which the teacher consultant approval is requested. The special education endorsement must be in one of the following areas: learning disabilities, emotional impairment, cognitive impairment, visual impairment, hearing impairment, physical and other health impairment and autism.
2. The candidate must provide documentation of an earned master's degree in education or a field of study related to special education.
3. The candidate must have completed a minimum of 3 years of satisfactory teaching experience, not less than 2 years of which shall be in teaching students with a disability in a special education classroom.

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#### **PROCEDURES**

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

1. Initiate the request by completing the Full Approval for Teacher Consultant form including documentation of competencies as described on page 2 of the form. The following **MUST** be completed:
  - Candidate and Assignment information (ISD will complete code numbers) See Policy #6.
  - Questions 1-5. (Attach documentation)
2. Forward all information to ISD; retain a copy for your records.

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

1. Determine if the request is accurate and complete.
2. Submit request electronically to MDE-OSE/EIS.

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

1. Retain a copy of the approval letter. Distribute the appropriate copies to the local school district.

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

1. Retain a copy of the approval letter. Distribute a copy to the candidate