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

TEMPORARY APPROVAL FOR SCHOOL SOCIAL WORKER

Policy & Criteria

POLICY:

1. Michigan colleges/universities with approved programs for training school social workers issue recommendations for candidates only when all requirements have been met.

2. Temporary approval as a school social worker is transferable from one employer to the next.

3. Temporary approval as a school social worker expires at the end of the school year in which it is issued.

4. A request for temporary 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.

5. A search for a candidate with full approval as a school social worker is not required prior to hiring a candidate under temporary approval.

6. Temporary approval as a school social worker is effective from the beginning of the school year in which it is requested, the date that the candidate completed all training requirements, or the date of employment in the position of school social worker, whichever is later.

7. A school social worker who received temporary approval from the MDE-OSE/EIS and who has not been employed as a school social worker in an approved program in Michigan for 5 or more consecutive years must apply to MDE-OSE/EIS for re-approval as a condition of reemployment.

Temporary Approval for School Social Worker Positions
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CRITERIA:

The employer (LEA/PSA/ISD/State Agency) must initiate a request for temporary approval as a school social worker for a candidate who meets the following qualifications:

- A Master's degree from a graduate school of social work program approved by the Michigan Board of Education.
- A minimum of a 500 clock hour supervised social work practicum.
- Received a recommendation for temporary approval from a Michigan school of social work training program by attaining an SSW-310 form.

PROCEDURES:

The candidate will:

- Present the employer with the SSW- 310 form received from the Michigan University/College of training for school social workers.

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

- Initiate the request by completing the Temporary Approval for School Social Worker form.
- Forward the request form and SSW-310 form to the ISD; retain a copy for your records.

The ISD will:

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

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

- Distribute a copy to the candidate.

(Rev. 9/2009)