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

*TEMPORARY APPROVAL FOR TEACHERS OF STUDENTS WITH DISABILITIES

Policy & Criteria

POLICY:

1. Temporary approval is granted to a requesting Local Education Agency, Public School Academy, Intermediate School District, or State Agency (LEA/PSA/ISD/State Agency) for a time period of not more than one school year.

2. Temporary approvals are requested only when the teacher is employed in the category for which the request is intended.

3. Temporary approval is granted retroactively to the beginning of the school year in which the request was received by the Michigan Department of Education (MDE) or the date of employment in the position for which temporary approval was requested, whichever is later. The expiration date occurs at the end of the school year for which it has been granted.

4. A request for approval must be received by the 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.

5. Temporary approval is not transferable from one school district to the next.

6. Temporary approval is not granted to teachers in private schools and other agencies not included in the definition of special education programs and services in the school code of 1976, section 380.6(7).

7. Temporary approval for special education teaching positions for other state departments such as the Department of Human Services (DHS), the Department of Community Health (DCH), and the Department of Corrections (DOC) are granted without posting due to Civil Service policies.

8. A fee of $50.00 will be charged to the applicant for all temporary approvals in teaching positions, pursuant to Public Act 339 of the Public Acts of 1988. The temporary approval will be issued once the fee has been paid.

CRITERIA:

1. The candidate must hold a valid Michigan teaching certificate.

2. The employing Superintendent must certify that the district conducted a search for a fully qualified teacher and that no certified teacher, holding the appropriate endorsement for the position, was available at the time of the assignment.

3. The candidate must get accepted into the appropriate Michigan university/college program of training matching the category of assignment. **Acceptance into the program of training must be accomplished prior to the candidate signing the approval request form**. This candidate must complete 6 semester or equivalent hours of credit toward the appropriate endorsement between September 1of the previous school year and August 31 of the current school year, to receive continuing temporary approval for the following school year.

No Child Left Behind – Highly Qualified

*****An option in the No Child Left Behind (NCLB) allows a teacher to be highly qualified if participating in an alternative route to certification as defined at 34 C.F.R. §200.56 (a)(2)(ii). This will apply to persons under Special Education Personnel Approval as defined under R 340.1783 of the Michigan Administrative Rules for Special Education (MARSE) who are only lacking the special education endorsement for the given assignment but have met all other requirements set forth for Special Education Teachers to be Highly Qualified.

The timeline for meeting these requirements is contingent upon the date of employment under temporary approval as a special education teacher. Candidates **may only function under a temporary or continuing temporary approval for three years effective on the date of hire for that position within the school district to be considered "Highly Qualified."**

PROCEDURES:

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

- Initiate the request by completing all applicable information on the Temporary Approval for Teacher Request form.
- Forward all information to the Intermediate School District (ISD); retain a copy for your records.

The ISD will:

- Determine if the request is accurate and complete.
- Forward a copy of the request form and all attachments to the designated Michigan university/college.

The Michigan University/College will:

- Indicate whether or not the candidate is currently enrolled in an accredited Michigan University/College program working toward the appropriate endorsement.
- Complete the Program Verification form (PV), retain a copy (and all other information sent by the ISD) and send a copy of the PV form to the ISD.

The ISD will:

- Review the PV form.
- Complete applicable information on the request form.
- Submit request electronically to MDE-OSE/EIS.
- Print off billing letter that is automatically generated after submission.

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

- Distribute a copy of the billing letter to the candidate

The ISD will:

1. Print off the Approval letter from the online approvals system once the bill is paid.

2. Distribute a copy of the approval letter to the employer.

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

- Distribute a copy to the candidate.

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