



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

February 21, 2013

**MEMORANDUM**

TO: Local and Intermediate School District Superintendents and Public School Academy Administrators

FROM: Sally Vaughn, Ph.D. *Sally*  
Deputy Superintendent/Chief Academic Officer

SUBJECT: Guidance for District Provided Professional Development Used for Professional and Occupational Certificate Renewal

Recent changes in the Teacher Certification Code (MCL §390.1132(c) and §390.1135(1)(c)) enable Michigan teachers to utilize District Provided Professional Development (DPPD) for the purpose of Professional and Occupational certificate renewal. For purposes of compliance with MCL §390.1132(c) the five days of required professional development are equivalent to 30 clock hours. This will allow local districts more flexibility in providing quality, sustained professional development throughout the year with less focus on one day speakers or activities.

District "provided" means professional development offered in compliance with state law and/or that the district has supported the teacher either by providing a substitute teacher, paying conference or workshop expenses or registration fees, or providing released time for attendance at professional development activities. This includes time provided for teachers to work in professional learning communities, examining actual student data in their own school.

The Michigan Department of Education (MDE) will routinely audit districts to verify that the information provided by teachers to renew their Professional and Occupational certificates is accurate.

**Quality of DPPD**

The quality of DPPD has become even more critical now that it can be used by teachers to renew Professional and Occupational certificates. Districts should refer to the document entitled, "*Guidelines for Professional Development that Qualifies for Michigan Legislative Requirements*" before offering DPPD to fulfill this purpose. This document can be found on the

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
www.michigan.gov/mde • (517) 373-3324

Office of Professional Preparation Services website at [http://www.michigan.gov/mde/0,4615,7-140-6530\\_5683\\_5703---,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_5683_5703---,00.html). DPPD should be:

- Relevant, on-going and job-embedded;
- Specific to the teacher's needs;
- Aligned to the School Improvement Plan and individual professional development plans (as appropriate); and
- Focused on increasing student learning.

### **Documentation for DPPD District-Level Audits**

In order for a teacher to use DPPD for renewing a Professional or Occupational certificate, that teacher must have a *District Provided Professional Development Record for Certificate Renewal*. This document can be found at [http://www.michigan.gov/mde/0,4615,7-140-6530\\_5683\\_5703-60168--,00.html](http://www.michigan.gov/mde/0,4615,7-140-6530_5683_5703-60168--,00.html). Both the district and teacher should keep a signed copy of this form. The form must be signed by the teacher's principal or a district designee in order to be valid. Upon signing the form, the principal/designee must verify the following:

1. The number of DPPD days or hours the teacher completed during the listed school year.
2. Sufficient documentation of each DPPD activity in case it is needed for a district audit of a teacher's DPPD.
3. The DPPD is appropriate to the grade level and content endorsement(s) of the teacher's certificate.

For questions regarding DPPD, please contact Ms. Leah Breen, Assistant Director, Office of Professional Preparation Services at (517) 373-3310.

cc: Michigan Education Alliance