TEMPORARY APPROVAL FOR OUT-OF-STATE TRAINED DIRECTOR OF SPECIAL EDUCATION

Policy & Criteria

POLICY:

1. A request for approval as an out-of-state Director of Special Education is initiated by the candidate.

2. The candidate initiates the request for temporary approval as an out-of-state trained Director of Special Education, upon completion of all training requirements:
   - Master’s degree or higher.
   - Michigan special education teaching endorsement, full approval in at least one area of special education, school psychologist certification or credential for other professional personnel, under 340.1792 of the Michigan Administrative Rules in Special Education (MARSE) (provide a copy of professional credential or valid Michigan teaching certificate).
   - Three years of successful professional practice or administrative experience in special education, or combination of practice and experience (provide letter from previous employer(s). Experience may be gained out-of-state.
   - Successful 200 clock-hour practicum in special education administration.
   - Completion of 30 semester or equivalent hours of graduate credit in a program designed to assure competencies in the MARSE R.340.1771.

3. Temporary approval as a Director of Special Education is transferable from one employer to the next.

4. Temporary approval as a Director of Special Education expires at the end of the school year for which it is issued.

5. A search for a candidate with full approval as a Director of Special Education is not required prior to hiring a candidate under temporary approval.
CRITERIA:

- The candidate must hold an earned master’s degree or higher.

- The candidate must hold a Michigan special education teaching endorsement, full approval in at least one area of special education, school psychologist certification or other credential for professional personnel, under MARSE 340.1792 (provide a copy of professional credential or valid Michigan teaching certificate).

- The candidate must have completed 3 years of successful professional practice or administrative experience in education, or a combination thereof.

- Recommendation from a university or college approved to prepare special education directors.

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There are two options for seeking approval when trained out-of-state

PROCEDURES

Option 1

The candidate must:

1. Initiate the request by having their out-of-state training institution complete the Michigan Department of Education, Office of Special Education (MDE–OSE) competency form. The completed form should be forwarded from the out-of-state training institution to the MDE–OSE.

2. Provide documentation of completion of 30 semester or equivalent hours of graduate credit in a program designed to assure competencies in the areas specified in the MARSE R340.1771. Official transcripts should be forwarded from the out-of-state training institution to the MDE–OSE.

3. Provide documentation of 200 clock hour practicum in special education administration.

4. Provide documentation of a Michigan teaching endorsement, full approval in at least one area of special education, school psychologist certification or credential for other professional personnel, under MARSE 340.1792 (provide a copy of professional credential or valid Michigan teaching certificate).

Forward materials to the Michigan Department of Education, Office of Special Education, Program Accountability Unit, P.O. Box 30008, Lansing, MI 48909.
Option 2

The candidate must:

1. Initiate the request by seeking verification that competencies have been met for approval through a Michigan College/University with an approved special education director's program of training.

2. Provide documentation of a 200 clock hour practicum in special education directors.

3. Provide documentation of a Michigan teaching endorsement, full approval in at least one area of special education, school psychologist certification or credential for other professional personnel, under MARSE 340.1792 (provide a copy of professional credential or valid Michigan teaching certificate).

4. Three years of successful professional practice or administrative experience in education, or combination of practice and experience (provide letter from previous employer(s). Experience may be gained out-of-state.

5. Forward materials to the Michigan Department of Education, Office of Special Education, Program Accountability Unit, P.O. Box 30008, Lansing, MI 48909.

The University/College will:

- Complete the University/College form to verify the candidate has completed all educational requirements through their out-of-state training institution.

- Forward a copy of the University/College form to the candidate and a copy to the MDE–OSE.

MDE–OSE will:

- Review request.

- Make an approval decision.

- Send a letter of approval or denial to the candidate.

(Rev. 6/2012)
MEMORANDUM

TO: Out-Of-State Institutions of Higher Education Administrative Trainer(s)
FROM: Sheryl Diamond, Supervisor, Program Accountability Unit
       Office of Special Education
SUBJECT: Michigan Director of Special Education Approval for Out-of-State Trained Candidates

Name:________________________________________________________________
Address:________________________________________________________________
City:_______________________ State:__________ Zip Code:______________
Phone:_______________________ Email:__________________________________

Candidates seeking director of special education approval must have completed:

   a. 30 semester or equivalent hours of graduate credit in a program designed to
      assure competencies in the attached areas; and

   b. A 200 clock hour practicum in special education administration.

Director of Special Education training programs are based upon competencies. The State of
Michigan requires that all out-of-state trained directors or supervisors of special education have
minimal competencies verified by a university/college (special education administrative trainer).
While a person is not expected to be an expert in all of these areas, the prospective candidate
should have had some experience with all the competencies and your evaluation can help
determine what further skills might need to be developed. Even though this will require some
time on your part, we feel this is necessary to make sure that persons entering Michigan have
equivalent training. Please complete the attached form and return it to the following address:

Roxanne Balfour, Departmental Specialist
Michigan Department of Education
Office of Special Education
Program Accountability Unit
P.O. Box 30008 – Lansing, MI 48909
Dear Special Education Administrative Trainer:

Please check the appropriate response as: Satisfactory (S), Unsatisfactory (U) Not Completed or Needs Further Work (NC). Also, please feel free to comment in the space provided after each criterion.

A Director of Special Education shall possess knowledge and competency in the following areas:

(i) Program Development and Evaluation

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___   ___   ___ Method of Evaluation:_________________________Course No.______________

(ii) Personnel Staffing, Supervision and Evaluation

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___   ___   ___ Method of Evaluation:_________________________Course No.______________

(iii) Verbal and Written Communication

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___   ___   ___ Method of Evaluation:_________________________Course No.______________
(iv) Leadership of Professional Development

S U NC

___ ___ ___ Method of Evaluation:__________________________Course No._______________

(v.) Budget Development and Fiscal Reporting

S U NC

___ ___ ___ Method of Evaluation:__________________________Course No._______________

(vi.) Fostering Parental, Family and Community Involvement

S U NC

___ ___ ___ Method of Evaluation:__________________________Course No._______________

(vii.) Consultation and Collaboration

S U NC

___ ___ ___ Method of Evaluation:__________________________Course No._______________
(viii.) Dispute Resolution

S U NC
___ ___ ___ Method of Evaluation:_______________________Course No._______________

(ix.) Data-based Decision Making

S U NC
___ ___ ___ Method of Evaluation:_______________________Course No._______________

(x.) Conflict Management

S U NC
___ ___ ___ Method of Evaluation:_______________________Course No._______________

(xi.) Legal and Ethical Issues

S U NC
___ ___ ___ Method of Evaluation:_______________________Course No._______________
Directors:


Yes  

No

____  ____  The candidate has completed 30 semester or equivalent hours of graduate credit in a program to meet the above competencies.

____  ____  A 200 clock hour practicum in special education administration was completed by this candidate.

I am recommending the following:

________  Temporary Approval (Full Approval is contingent upon one year of successful experience as a director in Michigan).

________  Temporary Approval with additional coursework in Michigan to complete the areas mentioned above as unsatisfactory or not completed.

________  No Approval.

Please Print or Type the following information:

Faculty
Member’s Name:________________________________ Title:______________________

Institution:______________________________________________________________

Address:________________________________________________________________

City:___________________________ State:_________ Zip Code:___________________

Telephone:___________________________ Fax:____________________________

Email:__________________________________________________________________

Faculty
Member’s Signature:____________________________ Date:______________________