



# Educator Staffing Updates

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Michigan Department of Education



# Topics

- Staffing System
- Data Resources
- Grow-Your-Own
- Break
- Flexibilities
- Special Education Assignments

# Staffing System



Office of Educator Excellence

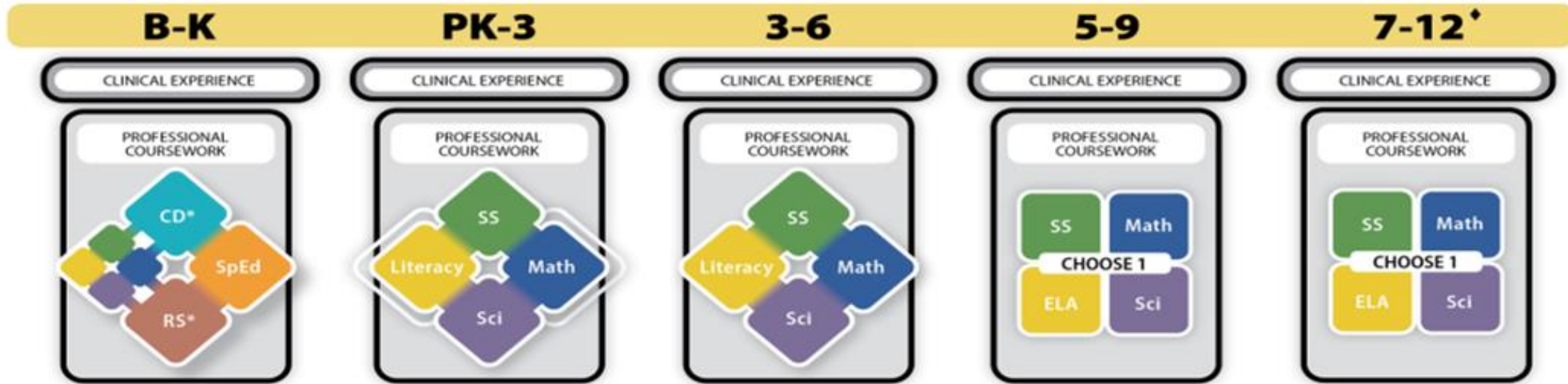


# Preparation

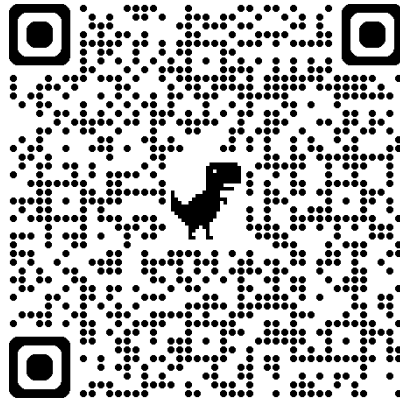




# New Certification Structure



\* CD: Child Development  
RS: Relationships

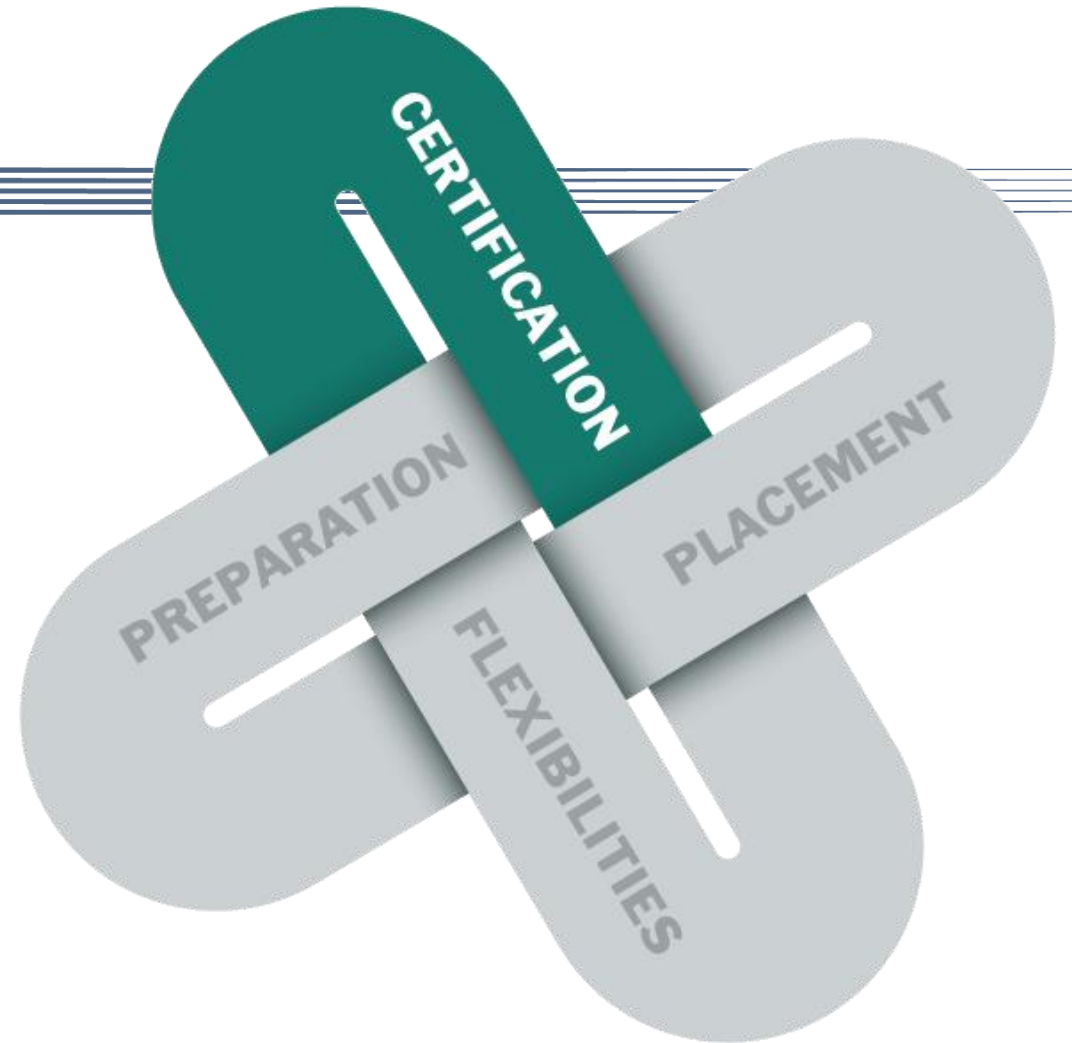


# Professional Coursework: Program Components

-  Social-Emotional Competence
-  Educational Technology
-  Needs of Diverse Learners and Cultural Competence
-  Learner-Centered Supports
-  Assessment Literacy
-  Emphasis on Content-Specific Pedagogy
-  Early and Ongoing Clinical Experiences
-  Family and Community
-  Interaction with Special Populations of Students



# Certification





# How Will New Certificates Look Different?

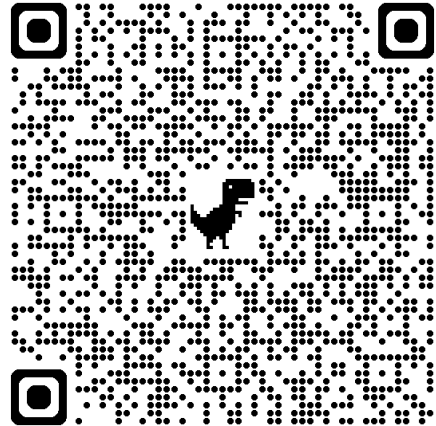




# Placement



# February 2022 Guidance



## APPROPRIATE PLACEMENT

USING MICHIGAN'S RE-ENVISIONED STAFFING SYSTEM

In an effort to improve the quality of our educational system, Michigan has changed the way it prepares and certifies educators. Through deeper and more focused preparation, new teachers will be equipped to meet the unique learning needs of the whole child at each grade level.

At the same time, Michigan is experiencing a critical, wide-spread educator workforce shortage. The revised preparation and certification structure comprises only part of a comprehensive staffing system. With the addition of flexible and innovative options for placement and growth, Michigan can address both quality and quantity.



### PK-12 APPROPRIATE PLACEMENT GUIDELINES

A certified teacher may always teach in the grade range and content area listed on their valid Michigan certificate. Endorsements on existing teaching certificates will not change. Teachers will retain those endorsements and schools will still be able to place them appropriately in the same manner as they have. More information can be found at: [Placement Guidance](#) and [Courses That Can Be Taught](#).

B-K	PK-3	3-6	5-9	7-12	PK-12
Early childhood & Kindergarten	All subjects self-contained* and/or Departmentalized (ELA, math, science, & social studies)	All subjects self-contained* and/or Departmentalized (ELA, math, science, & social studies)	Endorsed content area(s) (ELA, math, etc.)	Endorsed content area(s) (ELA, math, etc.)	Endorsed content area(s) (music, arts, PE, etc.)

Currently, due to the staffing shortage, teachers with these new endorsements may also teach outside the grade range and content area listed on their certificate, without a permit, as depicted in the chart below. MDE will periodically review and modify this flexible placement policy to address state workforce and student needs.

B-K	PK-3	3-6	5-9	7-12	PK-12
N/A	May also teach grades 3-6	May also teach grades K-3 (not Early Childhood)	All subjects self-contained*	All subjects self-contained* and/or Grade 6 endorsed content area(s)	N/A

\*One teacher provides the majority of instruction to the same group of students within the grade range specified on their certificate.

Every Michigan educator must hold a valid Michigan certificate or permit BEFORE their first day of employment.

Certificates are valid for 5 years. Permits are valid for only 1 year.

MDE offers a multitude of permits and authorizations to expand flexibility and assist districts in

**B-K (ZN)**

**PK-3 (ZO)**

**3-6 (ZP)**

**5-9**

**7-12**

**PK-12**

Early childhood  
& Kindergarten

All subjects  
self-contained\*  
and/or  
Departmentalized  
(*ELA, math, science, &  
social studies*)

All subjects  
self-contained\*  
and/or  
Departmentalized  
(*ELA, math, science, &  
social studies*)

Endorsed  
content area(s)  
(*ELA, math, etc.*)

Endorsed  
content area(s)  
(*ELA, math, etc.*)

Endorsed  
content area(s)  
(*music, arts, PE, etc.*)

\*One teacher provides the majority of instruction to the same group of students within the grade range specified on their certificate.

# “Flipping the Script”

**B-K (ZN)**

**PK-3 (ZO)**

**3-6 (ZP)**

**5-9**

**7-12**

**PK-12**

N/A

May also teach  
grades 3-6

May also teach  
grades K-3  
*(not Early Childhood)*

All subjects  
self-contained\*

All subjects  
self-contained\*  
and/or  
Grade 6  
endorsed  
content area(s)

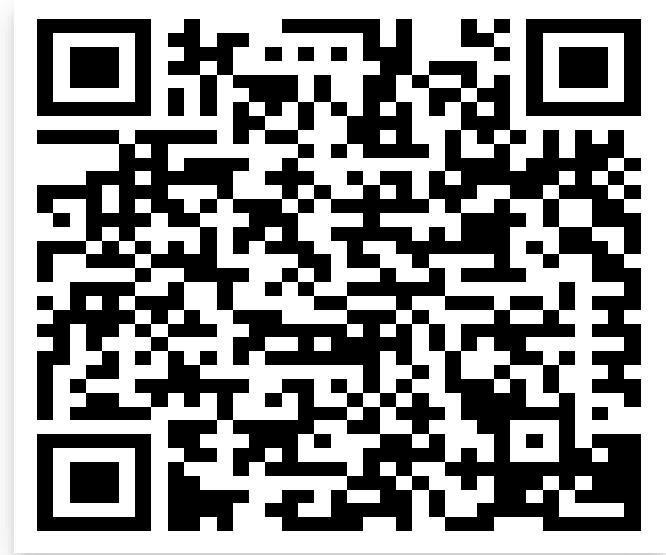
N/A

\*One teacher provides the majority of instruction to the same group of students within the grade range specified on their certificate.

“May Also”



# Self-Contained Placement



# Self-Contained Classroom Placement

 > [Services](#) > [Educator Services](#) > [Educator Certification](#) > [Placement and Flexibilities](#) > [Self-Contained Placement](#)

## Elementary (ZG) and World Language (FA-FS) Staffing Flexibilities

This memo announces [additional staffing flexibilities](#) to intermediate school districts and local education agencies, both traditional public schools and public school academies.

The following endorsements indicate the grade levels in which the teacher in which the teacher has been prepared and can be assigned to self-contained classroom settings and should be a guide for the placement of teachers:

- **Early Childhood General and Special Education (Birth-Kindergarten) (ZN)** endorsements are valid for teaching in pre-kindergarten and kindergarten in self-contained settings.
- **Lower Elementary Education (PK-3) (ZO)** endorsements are valid for teaching all subjects in pre-kindergarten through grade 3. Holders of these endorsements may also be assigned to teach all subjects in self-contained classroom settings up through and including grade 6.
- **Upper Elementary Education (3-6) (ZP)** endorsements are valid for teaching all subjects in grades 3 through 6. Holders of these endorsements may also be assigned to teach all subjects in self-contained classroom settings from kindergarten through grade 2.
- **K-5 All Subjects; K-8 All Subjects Self-Contained Classrooms (ZG)** endorsements are valid for teaching all subjects in grades K-5. Holders of these endorsements may be assigned to teach all subjects in self-contained classroom settings up through and including grade 8.
- **K-8 All Subjects (ZC)** endorsements are valid for teaching all subjects in grades K-8.
- **7-8 All Subjects (ZK)** endorsements are valid for teaching all subjects in grades 7-8.
- **General Elementary K-6 (ZE)** endorsements are valid for teaching all subjects in grades K-6.

# Departmentalized Placement

[Search Subject Codes](#) [Browse by Subject Codes](#) [My Course Lists](#) [See Code History/Recodes](#) [Compare Subject Codes](#)

Search by keyword or 5-digit code: Select SCED version: [i](#)

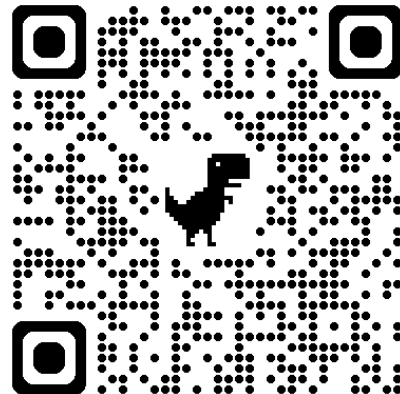
Enter keywords found in your course description that specifies content being taught..... SCED 12.0 [Q](#)

Search for keyword in:

- course title [i](#)
- course title or description [i](#)
- course title, description, or subsection title [i](#)
- subsection title [i](#)

Apply additional search option:

- include archived courses [i](#)





# Data & Reporting Resources





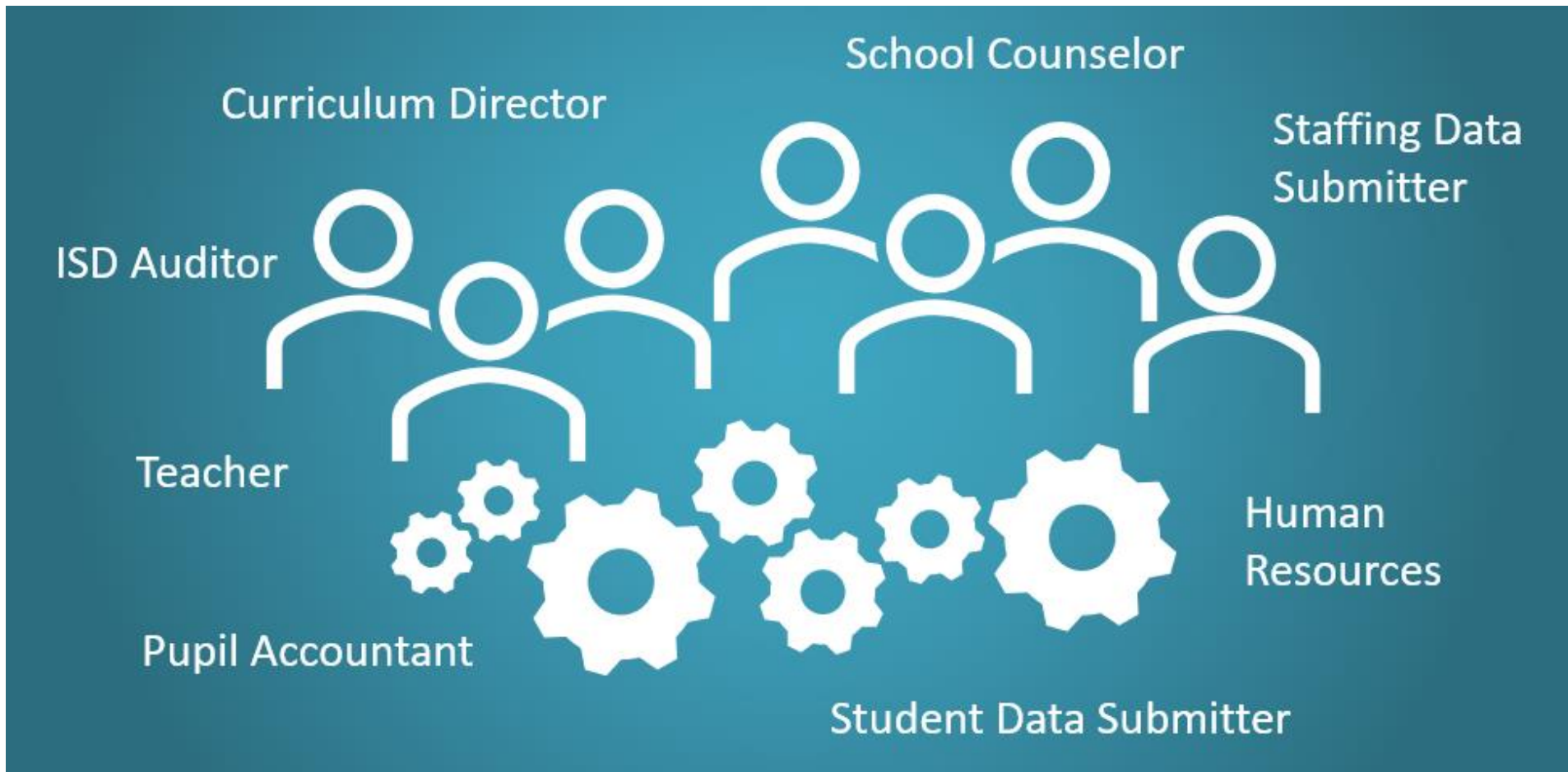


# Educator Workforce Data Systems

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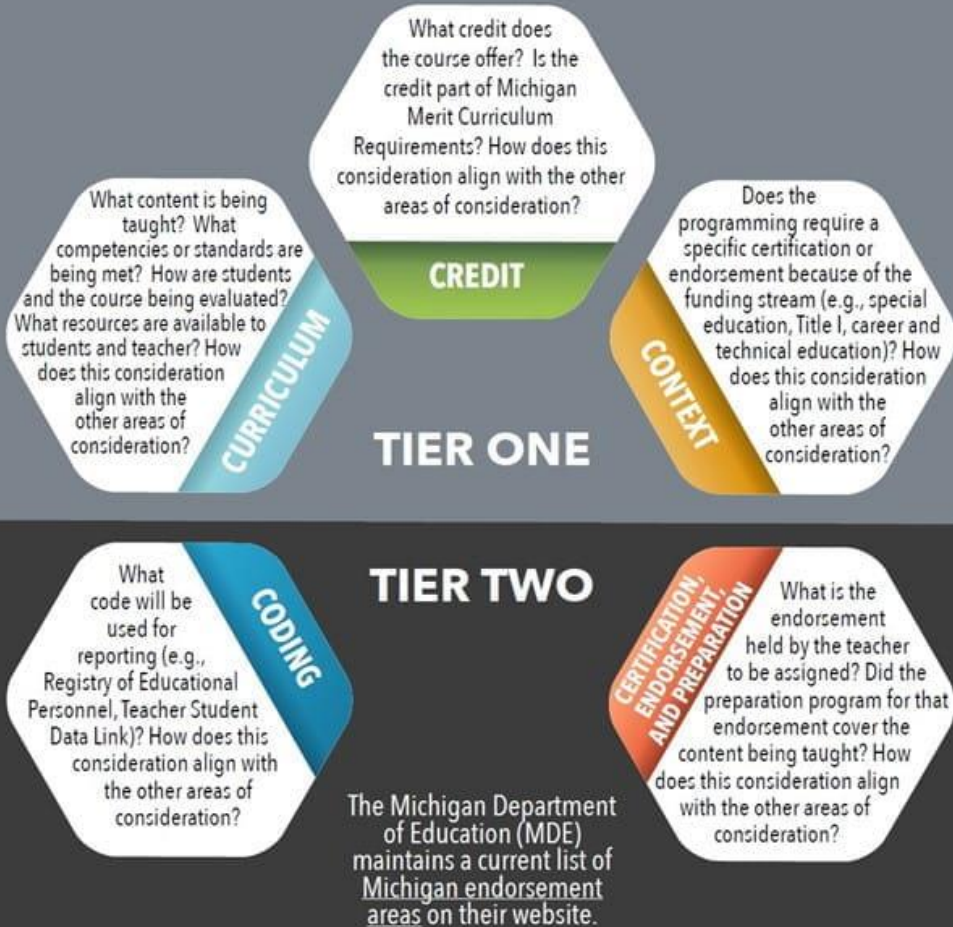
- Local Systems
- Michigan Online Educator Certification System (MOECS)
- Registry of Educational Personnel (REP)
- Educational Entity Master (EEM)
- Teacher Student Data Link (TSDL)

# Communication is Key!



# Placement Considerations

## Considerations for Teacher Assignment



- Credit
- Curriculum
- Context
- Coding
- Certification

# Planning for Data Submissions

Local Courses must be mapped to SCED Course	➔	TSDL Submission
Content determines what endorsements are required for appropriate placement	➔	Permits & Placement
SCED Codes must be properly mapped to REP Assignment Codes	➔	Course Placement & Reporting Guide

# Staffing Departmentalized Courses

[Home](#) > [Services](#) > [Educator Services](#) > [Educator Certification](#) > [Placement and Flexibilities](#) > [Departmentalized](#)

## SCED Subject Description



Visual and Performing Arts



Library Media



School Counselor



Physical, Health, and Safety Education



Social Sciences and History



Life and Physical Sciences



Mathematics



Religious Education and Theology



Military Science



World Languages



English as a Second Language and Bilingual Education



English Language and Literature



# Local Course Crosswalk

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- MSDS Authorized User Access: Audit FTE Menu
- Provides the unique Local Course Code/SCED Codes reported by the district
- Utilizes the previous SY TSDL collections
- Can be used for review of existing courses offered in the district
- Can be used in review of accuracy of SCED, REP and MOECS codes



# Course Placement & Reporting Guide

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- Publicly available: [Registry of Educational Personnel \(michigan.gov\)](https://www.michigan.gov/rep)
- Provides full mappings for all SCED codes
- Does not include local course data
- Can be used for determining new course SCED codes
- Can be used in review of accuracy of the REP and MOECS codes



# Teacher Credential Verification Report

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- A tool for reviewing data for appropriate placement of educators
- Subject and Grade appropriate placement indicator
- Will not replace required audit reviews and alignment
- Will not replace Master Teacher Schedule requirements





# GYO: School Staff Programs

No-cost pathway to reduce barriers and increase opportunities for **support staff** to obtain certification

- Support staff work while completing preparation programs
- Partnerships between PK-12 schools and educator preparation, providing wrap-around supports for candidates





# GYO: EXPLORE

Reduce barriers and increase opportunities for local districts to recruit **current students** into education

- Early and flexible access to future educator courses and clubs in addition to CTE programs
- MDE provides free, state-specific curriculum & professional learning
- Localized implementation models of staffing and instruction (hybrid, virtual, and in-person)





# GYO Funds

## GYO Staff



### No-Cost Certification Pathway (27b; closed)

- Candidate tuition, books, fees, transportation & childcare
- Substitute costs, release time
- Other costs needed for obtaining a certification

### Staff EXPLORE Graduate Tuition (504; opening in October)

- Candidate tuition for pre-program coursework at a Michigan EPP

## EXPLORE

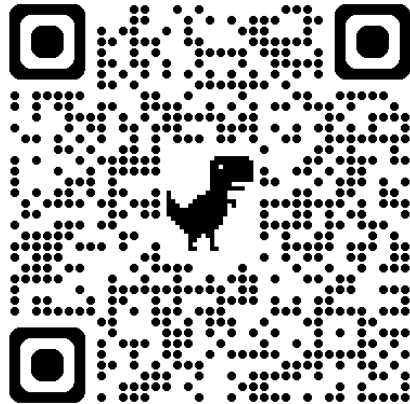


### Student Future Educator Program (504; opening in October)

- Design and implementation of student course
- Student club
- Student recruitment activities
- Campus visits

# Break

## Educator Workforce Grant Opportunities



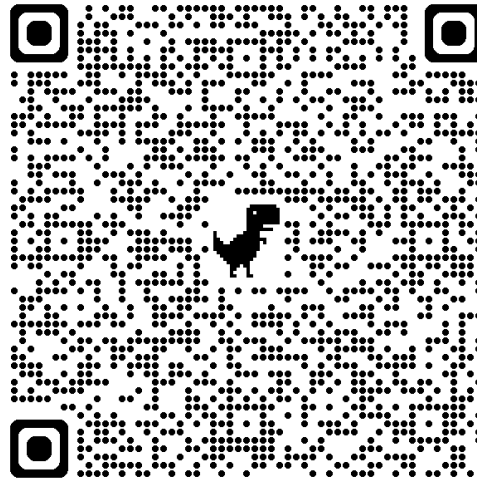


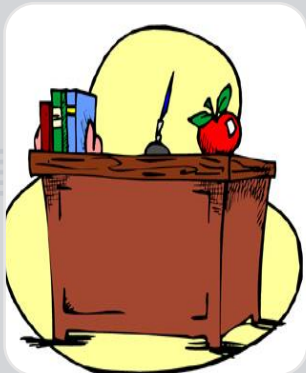
# Flexibilities



# Additional Staffing Flexibilities

- Elementary (ZG) – Departmentalized 6-8
- World Languages (FA-FS) – K-12





Daily Substitute Permit

Full-year Basic Permit

Full-year Shortage Permit

Expert Permit

Annual Authorization

Special Education Approval

School Admin Permit

# Permits, Authorizations & Approvals

# Daily Substitute Permit

Not  
Long-Term

- intermittent
- sporadic
- bridge gap

90 Days  
Max

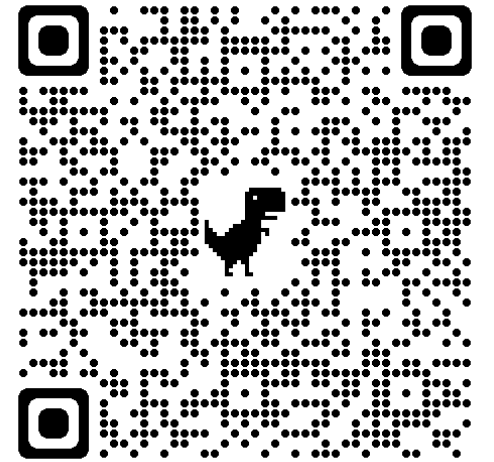




# Daily Permit Extensions

Additional time needed for:

- Test passage
- OOS evaluation
- In-state program completion
- Certificate renewal



# Full-Year Permits



# Differences in Full-Year Permits

## Basic

60 Credits

Mentor

Core Knowledge  
Demonstration

## Shortage

Tier 2  
Certificate  
Holder

$\leq 0.5$  FTE

Core Knowledge  
Demonstration

## Expert

Core =  
bachelor's  
Non-Core = 60  
credits

$\leq 0.5$  FTE

Experience &  
Expertise

Core Knowledge  
Demonstration

Mentor



# Annual Career Authorizations

Available for:

- ❖ state-approved CTE programs
- ❖ 6-12 non-CTE career programs
- High school diploma or GED
- Assigned a mentor
- Verify work experience CTE: Recent and Relevant Experience Requirements
- Business or industry license



MCL 380.1233

MCL 380.1233b

# Annual Career Authorization Renewals

Maintain (If required):

- Business or industry license or certification
- Valid vs. expired


Renewals = 9 (beginning as early as 2027)





# School Administrator Permit



	<h2>Program Enrollment</h2> <ul style="list-style-type: none"><li>• Within 6 months of hire</li></ul>
	<h2>Initial + 2 Renewals</h2> 

MCL 380.1246



# Special Education Assignments

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# Special Education Approvals

- School Social Worker (SSW) (transitioning)
- Director of Special Education
- Supervisor of Special Education
- Teacher and Resource Teacher
- Consultant and Coordinator
- Early Childhood Full Approval
- Early Childhood Permit Approval



# Social Workers

Michigan Administrative Rules for Special Education (MARSE) regulations, the [Administrative Rules for School Social Workers](#) R 340.1001-1016, (2024)

Social Workers	Social Worker in School Setting	<a href="#">School Social Worker (SSW)</a>
<b>Job Setting</b>	General Education	Students with Exceptionalities
<b>Position Funding</b>	General Fund	Special Education Funding
<b>Licensure Through</b>	Department of Licensing (LARA)	Michigan Department of Education
<b>Minimum Requirements</b>	Please visit the Department of Licensing and Regulatory Affairs (LARA) <a href="#">website</a> .	Master's of Social Work SSW Preparation 500 Clinical Hours LARA license
<b>Application</b>	Please visit the LARA <a href="#">website</a>	In State: Initiated by candidate through MOECS from prep program  Out-of-State: Submit to Michigan Department of Education (MDE)



# Director Approval

(MARSE 340.1750 & MARSE 340.1771)

## **Temporary Approval**

- Master's Degree
- Full Credential
- 3 year's practice or experience
- Program 12-credits
- 1 year validity

## **Continuing Temporary Approval**

- 6 Semester Credits
- Recency
- 1 year validity

Each ISD ***shall*** employ, or contract for the services of, a full-time director of special education.

## **Full Approval**

- Complete Program
- 200 Clock-hour Practicum
- Does NOT Expire
- Transferable



# Supervisor Approval (MARSE 340.1751 & MARSE 340.1772, & 340.1774)

## **Temporary Approval**

- Master's Degree
- Full Credential
- 3 year's practice or experience
- 1 year validity

## **Continuing Temporary Approval**


- 6 Semester Credits
- Recency
- 1 year validity

A local school district, PSA, or ISD *may* employ a supervisor of special education instructional programs.

The person shall be employed not less than half-time.

## **Full Approval**

- Complete Program
- 200 Clock-hour Practicum
- Does NOT Expire
- Transferable



# MDE Approved Special Education Director and Supervisor Programs

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- Saginaw Valley State University
- Grand Valley State University
- Western Michigan University
- Wayne State University
- Northern Michigan University
- Eastern Michigan University



## Special Education Director/Supervisor: Administrator Certificate Requirements

Pursuant to Michigan Compiled Law (MCL) 380.1246 and in accordance with the memoranda\* issued by the Michigan Department of Education list below, **an administrator of special education who is considered to be “administering instructional programs” must hold:**

- a. a valid administrator certificate; **AND**
- b. an [approval for director or supervisor of special education](#) through the Office of Special Education.

An administrator of special education is considered to be “**administering instructional programs**” if she/he has responsibility for aspects listed below:

- curriculum;
- district or school improvement plan design or implementation;
- instructional policies;
- executive-level reporting on academic progress to governing authority; **OR**
- supervision and evaluation of direct reports responsible for instruction.


Please refer to the February 23, 2017 [Definition of “Administering Instructional Programs” memo](#) for detailed information about each area.

Information about administrator certification requirements can be found within the [Standard School Administrator Certificate](#) guidance document. School districts must apply for a [School Administrator Permit](#) if the individual is not yet qualified for an administrator certificate.

**\*Memoranda**

- [New School Administrator Permit Availability](#) on August 16, 2018;
- [Definition of “Administering Instructional Programs”](#) on February 23, 2017; and
- [Requirement for Administrator Certificate](#) on December 22, 2010.

# Administrator Certification



# Special Education Teacher and Resource Program Approval (Part 5 of the MARSE 340.1783)

## **Temporary Approval**

- Search (certified and endorsed)
- Valid MI Teaching Certificate
- Program (coursework specific to the endorsement)
- 1 year Validity
- Match Placement

## **Continuing Temporary Approval**

- 6 Semester Credits
- Recency/Consecutive
- Match Placement
- Same Assignment
- 1 year validity

NOT transferable from one school district to another

### **Minimum Requirements**

*Teachers assigned to a resource program may hold any special education endorsement. The only exceptions are for teachers whose only special education endorsement is the **Physical Education for Students with Disabilities (SP)** or the **Early Childhood-General and Special Education (ZS)** endorsement.*



# Early Childhood Approvals (Part 5 of

the MARSE MARSE 340.1783 & 340.1783a)

## ECSE Permit

- Bachelor's Degree
- 15 Semester Credits
- Not Transferable
- Not Renewable

*You can utilize a special education teacher approval for ECSE assignments.*

## ECSE Full Approval

- Valid MI Teaching Certificate
- Endorsement Special Education K-12
- Major/Minor
- Does NOT Expire
- Transferable



# Consultant and Coordinator Approvals

(Part 5 of the MARSE 340.1790)

## Teacher Consultant

- Master's Degree in Education or a Field of Study Related to Special Education
- Valid MI Teaching Certificate
- Endorsement
- Experience (3 years teaching)
- Does Not Expire
- Transferable

## Transition Coordinator

- Bachelor's Degree (special education/related field)
- Experience
- Does Not Expire
- Transferable



# Trained Out-of-State

- [Temporary Approval for Out-of-State Trained Personnel](#)
- [Competency-Based Director of Special Education Evaluation Form](#)
- [Competency-Based Supervisor of Special Education Evaluation Form](#)
- [Competency-Based School Social Worker Evaluation Form](#)



## Special Education Teacher Assignments

Michigan Department of Education Office of Special Education  
June 2023

Ensuring that an appropriately prepared and endorsed educator is assigned to teach in Michigan’s classrooms is critical to student achievement. The [Michigan Administrative Rules for Special Education \(MARSE\)](#) delineate the requirements for preparing special education teachers. A teacher that holds an endorsement in a special education area is eligible to instruct students with an Individualized Education Program (IEP) at the K-12 level. Special education teachers should demonstrate [content knowledge](#) for the subject which they are the sole provider of instruction.

The guidance in this document will assist districts with properly placing teachers in Special Education programs.

### Certification and Endorsement

Michigan defines, and provides, special education endorsements for teachers of:

- Students with cognitive impairment
- Students with emotional impairment
- Students with learning disabilities
- Students with speech and language impairment
- Students requiring adapted physical education
- Students with autism spectrum disorder
- Students with physical impairment and other health impairment
- Students with visual impairment
- Students who are deaf and hard of hearing

In addition to those above, the department offers an endorsement in Early Childhood – General and Special Education. Information on placement for this endorsement can be found in the [Appropriate Instructional Assignments for Elementary Teachers](#) document.

# Assignments

## Special Education Assignments Guide





# Temporary Placement Options

- A school is not required to obtain a Daily Substitute Permit for a Michigan certified teacher employed by the school, if the assignment does not exceed 90 calendar days. Per [390.1143 \(2\)\(c\)](#)
- **Daily Substitute Permit** are for intermittent use and not to exceed 90 consecutive days for a special education assignment.
- **Extensions are NOT permissible** for a special education placement



# Waivers

- Program Rules Part 3 of the MARSE (Catamaran)
- Teacher Flexibility (Catamaran)
  - R 340.1758 Autism Spectrum Disorder Teacher Requirement
  - R 390.1105(3) Other Programs Teacher Requirement except programs for students who are deaf or hard of hearing (DHH) or visually impaired (VI).
- [School Social Worker R 340.1799f](#) moving to permit
- ISD Joint Elementary Age Span R 340.1733(d)
- **For more detailed information please reference:**  
*Deviations, Waivers, and ISD Plans Webinar (February 2024; [Webinar Recording](#); [Presentation Materials](#))*

# Long Term Placement Options



	<u>Full-Year Basic Permit</u>	<u>Special Education Teacher Approval</u>	<u>Interim Teaching Certificate</u>
Validity	1-year	1-year	5-years
Renewable	3x	2x	not renewable
Issued to	employing school	employing school	educator
Requirements	BA degree or valid MI teaching certificate	valid MI teaching certificate	BA degree <i>(ITC must reflect special education endorsement or a permit must be in place with ITC)</i>
<u>Enrollment</u>	within first year	within first year	prior to issuance
Program Selection	in-state or out-of-state	in-state only	in-state only
<u>Program Type</u>	Traditional, <u>expedited</u> route	traditional or <u>expedited</u> route	<u>alternative route</u>
Financial Support	<u>Grow-Your-Own grant</u> (district application)	<u>\$800/credit grant</u> (district application)	<u>Grow-Your-Own grant</u> (district application)

# Memo: Office of Special Education Programs



UNITED STATES DEPARTMENT OF EDUCATION  
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

October 4, 2022

Contact Person  
Name: Bryan Grigg  
(202) 245-8107

OSEP 22-01

## MEMORANDUM

**TO:** State Directors of Special Education  
**FROM:** Valerie C. Williams  
Office of Special Education Programs (OSEP)  
**SUBJECT:** Personnel Qualifications under Part B of the Individuals with Disabilities Education Act (IDEA)

The U.S. Department of Education's (Department) Office of Special Education Programs (OSEP) is committed to supporting States in the provision of a free appropriate public education (FAPE) to all children with disabilities. FAPE includes the provision of special education and related services that meet the requirements of IDEA Part B, which includes ensuring that special education teachers and related services providers are appropriately and adequately prepared and trained. This memo is intended to clarify States' obligations regarding the IDEA Part B requirements related to personnel qualifications and alternate certifications. Based on media reports and discussions with States and advocates, OSEP is aware that some States currently have policies and procedures in place that may not be consistent with IDEA requirements. OSEP also recognizes that States are facing many challenges caused by the COVID-19 pandemic, including the impact it has had on exacerbating the shortage of special education teachers and related services providers across the country. Thus, OSEP believes it is critical to ensure that State educational agencies (SEAs) fully understand the IDEA requirements related to personnel qualifications and alternate certifications and are aware of available resources to support their efforts to meet them.

### Personnel Qualifications

Under Section 612(a)(14) of IDEA and 34 C.F.R. § 300.156, the SEA must establish and maintain qualifications to ensure that personnel necessary to carry out the purposes of IDEA Part B are appropriately and adequately prepared and trained, including that those personnel have the content knowledge and skills to serve children with disabilities. Those qualifications must ensure that each person employed as a public school special education teacher in the State who teaches in an elementary school, middle school, or secondary school: (1) has obtained full State certification as a special education teacher (including certification obtained through an alternate route to certification as a special educator, if such alternate route meets minimum requirements

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8/19/2024

www.michigan.gov/mde

54



# Considerations

- For special education teacher placements, substitute candidates must meet personnel qualifications as required by the [34 CFR 300.156](#) of the federal Individuals with Disabilities Education Act (IDEA).
- The IDEA is silent when it comes to substitutes but is clear with how a FAPE is provided.
- Minimum IDEA requirements requires that a teacher has ***a bachelor's degree and assumes functions only for a specified period of time not to exceed three years.***

# Memo #085-23 Substitute Teacher Placement for Special Education Programs

- The Michigan Department of Education (MDE) Office of Special Education (OSE) recommends intermediate school districts (ISDs) and local education agencies (LEAs), which include traditional public school districts and public school academies, review federal Individuals with Disabilities Education Act minimum requirements for teachers placed in special education programs. MDE OSE suggests ISDs and LEAs prioritize substitute teacher placements in each special education program to ensure those programs are staffed by an individual who minimally has a bachelor's degree and is participating in either a traditional or alternative route to special education certification.



# Appropriate Placement

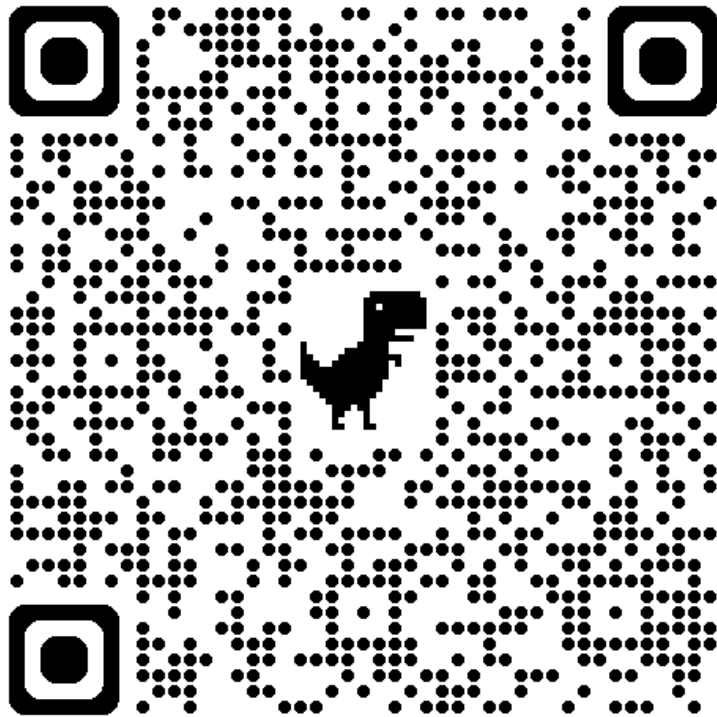
- Individuals with Disabilities Education Act (IDEA) [34 CFR 300.156](#)
- State Education Agency **must** establish and maintain qualifications to **ensure** that **personnel** necessary to carry out the purposes of this part **are appropriately and adequately prepared and trained;**
- including that those personnel have the **content knowledge and skills to serve children with disabilities.**



# Questions?



# Upcoming REP Training



How REP Supports Educator  
Workforce Data

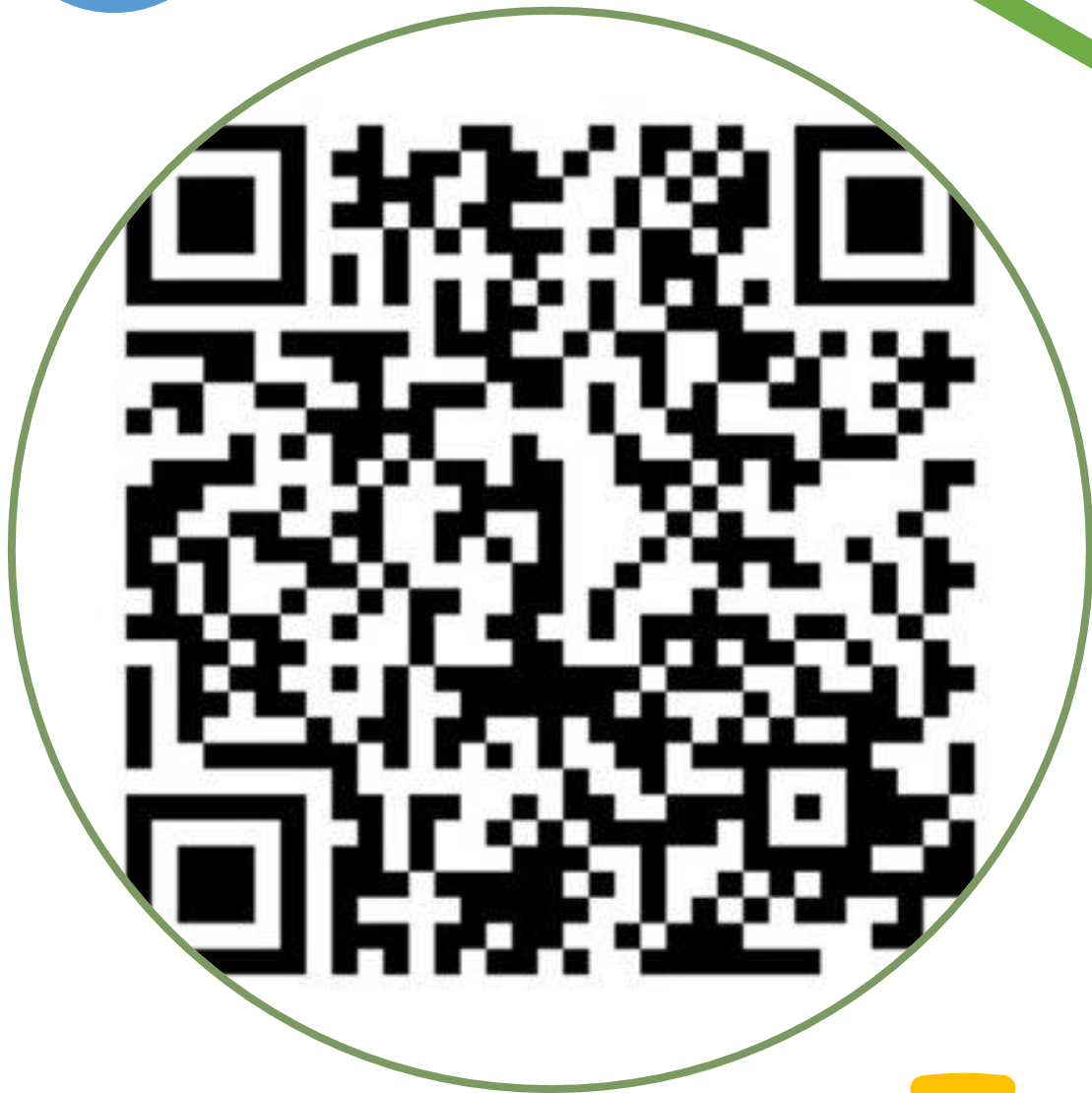
Thursday, Oct. 3<sup>rd</sup>  
2:00 – 3:30pm



# For more information, please contact:

## Office of Educator Excellence

- Recruitment and Retention Unit: GYO programs  
[MDE-EdWorkforceGrants@Michigan.gov](mailto:MDE-EdWorkforceGrants@Michigan.gov)
- Professional Educator Certification Services  
& Data and Accountability Unit  
[MDE-EducatorHelp@Michigan.gov](mailto:MDE-EducatorHelp@Michigan.gov)  
517-241-5000
- Office of Special Education  
[MDE-OSE@Michigan.gov](mailto:MDE-OSE@Michigan.gov)  
888-320-8384



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feedback!**

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