

LOGGING YOUR DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT IN THE MICHIGAN ONLINE EDUCATOR CERTIFICATION SYSTEM

District Provided Professional Development (DPPD) is the professional development offered by a local education agency (LEA) in order to fulfill the requirements of Michigan Compiled Legislation (MCL) Section 380.1527. This legislation requires LEAs to offer five (5) days of teacher professional development annually. Only Michigan public schools or intermediate school districts can offer DPPD.

Only teachers who are employed by a Michigan public school or public school academy may utilize DPPD for the following applications:

- Progression from the Provisional certificate to the Professional Education certificate.
- Progression from the Interim Occupational certificate to the Occupational Education certificate.
- Renewal of a Professional Education certificate and/or Michigan Occupational Education certificate.

Administrators, school counselor licensed staff, school psychologists, and nonpublic school teachers are not eligible to receive DPPD and may not use it to renew/progress a teaching OR administrator certificate.

DPPD is logged into the Michigan Online Educator Certification System (MOECS) as part of the application process for Professional/Occupational certificate renewal or progression from the Provisional to the Professional Education certificate.

1. Log-in to your MOECS account at: www.michigan.gov/moecs.
2. Click on the "View/Update Professional Learning" navigation button on the left side of the screen and then the "District Provided PD" tab.
3. Enter each DPPD activity and complete all required information. Before you enter the DPPD ensure that each item meets ALL of the following criteria:
 - The title of the DPPD **MUST** be specific. DPPD that is identified as "PD", "Professional Learning," or a similar generic term will be disqualified.
 - DPPD must have been earned within the prior 5 years of the application and after the issue date on the most recently issued certificate.
 - DPPD must be appropriate for the endorsements and grade levels of the certificate.
 - A category for the DPPD must be selected; pick the one that seems most applicable.
4. If you are using only DPPD hours, verify the DPPD equals 150 hours before proceeding with the application by clicking on the tab labeled "Totals". If you are using a combination of semester credits, State Continuing Education Clock Hours (SCECHs), and/or DPPD hours, you can view your estimated total by selecting the "Certificate Category" (e.g. teacher, administrator, counselor, etc.) for which you wish to apply.

- 5. Print the list of DPPD hours you entered in MOECS using your computer's print screen function.
- 6. Complete your section of the form - **DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT RECORD FOR CERTIFICATE RENEWAL**. You will need a form for each school year you are claiming DPPD. This is the only form that may be used to verify DPPD. The link for this form is found under the DPPD tab within MOECS. (Scroll down to the bottom of the screen if you do not see the link.) This form can also be located by clicking the "Forms" navigation bar on the left-hand side of the MOECS homepage or on our website at:
http://www.michigan.gov/documents/mde/DPPD_ADDENDUM_7_387885_7.doc.
- 7. Attach the DPPD form for the appropriate school year to the DPPD list(s) printed from MOECS in Step 5.
- 8. Submit the DPPD form(s) with the DPPD list(s) to your Principal/District Designee for the required verification and signature. It is your responsibility to consult with your school district on the appropriate person to sign the DPPD form(s).

You will be asked to submit the signed DPPD form(s) to OPPS during the application process if you are **progressing** to the Professional/Occupational certificate.

If you are **renewing** a Professional/Occupational certificate, you will retain the DPPD form(s) in case of audit.

- 9. Delete any DPPD that the district will not verify with a signature/initials. Ensure that the total still reaches 150.
- 10. You may not apply to progress/renew your certificate until the DPPD forms have been signed by your school district. The application for progressing/renewing a certificate is found by clicking on the navigation button on the left entitled "Apply for Educator Certification/Renewal" in MOECS. Then, click on the dropdown and select "Teacher Certification/Renewal" and continue completing the application. **For educators progressing to a Professional/Occupational certificate:** print the applicant cover sheet as directed and submit the required documentation.
- 11. Once the application has been submitted you will receive an email with a link to pay for your certificate by credit/debit card.
- 12. For individuals **progressing** to a Professional/Occupational certificate:
After you have paid and submitted the required documentation, you will be placed in line to be evaluated. When the evaluation is completed, you will receive an email notification indicating you are either required to submit additional documentation OR that your application was approved. Once approved, you can print your certificate in MOECS by clicking on the navigation button entitled "Print Certificate."
- 12. For individuals **renewing** a Professional/Occupational certificate:
Once your application has been accurately completed, you can print your certificate in MOECS by clicking on the navigation button entitled "Print Certificate."

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All certificates must be signed and notarized by a Notary Public before they become valid.