

Michigan Department of Education
OFFICE OF PROFESSIONAL PREPARATION SERVICES
P.O. Box 30008, Lansing MI 48909

**DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD)
RECORD FOR CERTIFICATE RENEWAL OR PROGRESSION TO A PROFESSIONAL
EDUCATION CERTIFICATE**

This form must be completed by the individual requesting certificate renewal/progression using district provided professional development (DPPD) by their Michigan school, as required by law (Sec. 380.1527). DPPD hours can only be used by educators for certificate renewal OR progression **if the DPPD is appropriate to the grade level and endorsement areas for which the educator is certified**. Note: DPPD cannot be used for Provisional Certificate renewal.

NOTE: Effective January 13, 2015, Michigan Compiled Law (MCL) Section 380.1527 was amended to allow non-public school teachers to utilize DPPD if it provides substantially the same program content as by a public school.

All schools, public and private, must maintain **documentation/copies** of DPPD provided to the individual to substantiate and support the DPPD indicated on this form. To utilize your DPPD hours, follow the instructions below, with the school or school district signing the attached form to verify their **agreement to being audited**.

INSTRUCTIONS: To use DPPD for certificate renewal or progression in of a professional certificate:

- Step 1: In MOECS (www.mi.gov/moecs) enter each program using a descriptive title, including category and hours of training, on the "View/Update Professional Learning" tab.
- Step 2: Print the list of DPPD hours you have added to your MOECS account at the end of the school year using your computer's print screen function.

DO NOT submit your renewal application in MOECS until 3 & 4 below are completed.

- Step 3: Complete your section of the following form and attach it to a printed screen shot of the DPPD listed in your MOECS record for the corresponding year.
- Step 4: Take the form and attached printout to your Principal/School Designee for the required verification and signature (one list & form per school year).
- Step 5: If the Michigan Department of Education requests your DPPD documentation during the application process or during a certificate audit, make copies for your records and submit this signed form, along with the printed screen shots, to the MDE at the address on the application cover letter or on your audit notification letter.
- Step 6: If, for any reason, the Principal/School Designee will not sign this form to verify your hours, please delete the entries from your MOECS account.***

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Completed by the Teacher:

School Year: 20____ - 20____

Teacher PIC or SSN: _____

Name of Teacher: _____
(PRINTED)

Email Address: _____

Telephone Number: _____

School/District Where Employed: _____

School Building Where Assigned: _____

Signature of Teacher: _____ Date: _____

Completed by the Principal/School Designee: *(Principal/School Designee Initials in boxes below.)*

How many DPPD hours did this teacher complete for the listed school year?

Yes / No Has the school/district maintained sufficient documentation of each DPPD activity for record audit purposes?

Yes / No Is each DPPD activity appropriate to the grade level and content endorsement(s) of this teacher's certificate?

Yes / No Have you initialed each page of the attached DPPD log to verify their activities?

This form must be signed by the school principal or appropriate administrative school designee who has verified the school/district has maintained the appropriate auditing documentation proving 1) the DPPD occurred and 2) the above named teacher was in attendance. The teacher is responsible for attending training that is aligned to their certificate/endorsement.

Principal/School Designee Name: _____
(PRINTED)

Title: _____

Signature: _____ Date: _____

Email Address: _____

Telephone Number: _____

***Advisory: 380.1809 (4)** In addition to any other penalty provided by law, a person who uses or attempts to use a college or university transcript or a certificate or other credential that he or she knows is fraudulently obtained, altered, or forged, or who uses or attempts to use as his or her own a college or university transcript or a certificate or other credential that he or she knows is that of another person, to obtain a teaching certificate, school administrator's certificate, or state board approval in this state is guilty of a misdemeanor.