

District Provided Professional Development Instructions

[District Provided Professional Development](#) (DPPD) obtained through a Michigan public school/school district or public-school academy may be used for the following:

- [Standard Teaching Certificate Renewal](#) and [Standard CTE Certificate Renewal](#)
- Progressing to the [Professional Teaching Certificate](#) and [Professional CTE Certificate](#)
- [Professional Teaching Certificate](#) and [Professional CTE Certificate Renewal](#)
- [School Administrator Certificate Renewal](#)
- [School Counselor License](#)
- [School Psychologist Certificate](#)

Educators employed in non-public schools wishing to use DPPD must contact their employer directly to discuss their options. Non-public school employees may use DPPD if the non-public school agrees to meet the criteria outlined in the [February 24, 2015 memorandum](#) and also agrees to auditing and documentation requirements using the [Non-public District Provided Professional Development OPT-In/Out form](#).

[Education-related professional learning](#) hours earned through DPPD must be appropriate to the grade level and endorsement areas for which the educator is certified.

INSTRUCTIONS:

- Step 1: Log into your [Michigan Online Educator Certification](#) (MOECS) account. If you have forgotten your login name and password use the [Login Assistance](#) button.
- Step 2: Click the "View Professional Learning" tab in the left navigation menu. Click District Provided PD tab in the top menu and enter each daily activity.
- Entries must not exceed 8 hours per day and must include:
 - descriptive titles
 - categories
 - hours of training
 - Generic activity titles and building procedural training will be disqualified.
 - Activities spanning multiple days must be recorded individually.
- Step 3: Print the list of DPPD hours added to your MOECS account using your computer's print screen function.

You may not submit an application in MOECS until Steps 4 & 5 are completed.

- Step 4: Complete the educator section of the District Provided Professional Development Form and attach the printed screen shot from Step #3.
- Step 5: Submit the completed form and printed screen shot from Step #3 to your Principal/School Designee for the required verification and signature.
- Step 6: Maintain the signed form and printout for your records and/or submission to MDE for application verification when appropriate. *Note: This applies only to Professional Teaching and Professional CTE Certificate renewals, School Administrator renewals, School Counselor renewals and School Psychologist renewals.*

Note: If, for any reason, the Principal/School Designee will not sign the form to verify your hours, please delete the entries from your MOECS account.

DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT FORM

To be completed by the Educator:

Advisory: [MCL 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.

DPPD: is appropriate to the grade level endorsement(s) or specialty area I hold.

Teacher PIC or SSN: _____ School Years (1 or more): 20____ - 20____

Name of Teacher: _____
(PRINTED)

Email Address: _____

Telephone Number: _____

School/District Where Employed: _____

Signature of Teacher: _____ Date: _____

To be completed by the Principal or School District Designee:

By my signature, I verify:

1. These DPPD hours were provided by this school/district, as required by [MCL 380.1527](#).
2. The educator has completed DPPD hours for the years listed above totaling: _____
3. The school/district maintains sufficient documentation of each DPPD activity for auditing.
4. Each DPPD activity is appropriate to the grade level and content endorsement(s) of this
5. I have initialed each page of the attached list of DPPD hours.

Principal/School Designee Name: _____
(PRINTED)

Title: _____

Signature: _____ Date: _____

Email Address: _____

Telephone Number: _____