DPPD: Logging it into MOECS

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 Law (MCL) Section 380.1527. This legislation requires LEAs to offer five (5) days of teacher professional development annually. Public or non-public schools, public school academies, or intermediate school districts can offer DPPD.

DPPD is logged into the Michigan Online Educator Certification System (MOECS) as part of the application process for certificate renewal or progression to the Professional Teaching Certificate. To enter your DPPD and apply for certification, complete the following steps:

- [ ] 1. Log into your MOECS account.

- [ ] 2. Click on the "View 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:

  - [ ] A category for the DPPD must be selected; pick the one that seems most applicable.
  - [ ] 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.
  - [ ] If you are employed by a nonpublic school, and that school is not in the drop-down school selection field, it means the private school has NOT agreed to allow education-related professional learning to be used as DPPD. Educators should contact the school/district for additional information.

- [ ] 4. Click the "Totals" tab to verify the professional learning (college credits, State Continuing Education Clock Hours [SCECHs], and/or DPPD) in the system meets the 150 hour requirement.

- [ ] 5. Print the log of DPPD hours you entered in MOECS using your computer's print screen function.

- [ ] 6. Complete your section of the District Provided Professional Development form. This is the only form that may be used to verify DPPD. This form is available in MOECS.

- [ ] 7. Attach the DPPD form for the appropriate school year to the DPPD log(s) printed from MOECS in Step 5.

- [ ] 8. Delete any DPPD that the district will not verify with a signature/initials. Ensure that the total still reaches 150.

☐ 9. Submit the DPPD form with the DPPD log(s) to your Principal/School 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 and initial the DPPD log(s). A private/non-public school that has not agreed in writing to have their DPPD audited CANNOT sign off on your form.

You will be asked to submit the signed DPPD form and initialed DPPD log(s) to the Office of Educator Excellence during the application process if you are *progressing* to the Professional Teaching or the Professional CTE certificate.

If you are *renewing* a Professional Teaching, Professional CTE, School Counselor, School Psychologist Certificate, or School Administrator Certificate, you will retain the DPPD form and DPPD log(s) in case of audit.

☐ 10. You may not apply to progress/renew your certificate until the DPPD form has been signed and the DPPD log(s) have been initialed by your school district. The application for progressing/renewing a certificate is found by clicking on the navigation button on the left entitled "Apply or Renew" in MOECS. Then, click on the drop-down and select "Teacher Certificate or Renewal of Teaching Certificate" and continue completing the application. Print the applicant cover sheet as directed and submit the required documentation for educators progressing to a Professional/CTE certificate.

☐ 11. Once the application has been submitted, you will receive an email with a link to pay for your certificate with a credit/debit card. You can monitor the status of your certificate using MOECS.

☐ 12. Individuals *progressing* to a Professional Teaching or Professional CTE certificate, will be placed in line to be evaluated after paying and submitting the required

o documentation. When the evaluation is completed, an email notification requesting additional documentation OR approving the application will be sent. Once

r approved, the certificate can be printed in MOECS by clicking on the navigation button entitled "Print Certificate."

☐ 12. Individuals *renewing* a Professional Teaching, Professional CTE, School Counselor, School Psychologist Certificate, or School Administrator Certificate, can print the certificate in MOECS immediately after submission by clicking on the navigation button entitled "Print Certificate". Please retain your professional learning records for audit purposes.

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