

District Provided Professional Development Instructions

District Provided Professional Development (DPPD) may be used for the following:

- [Progression to the Professional Education](#) and [Occupational Education](#) Certificates
- Renewal of the:
 - [Professional Education Certificate](#)
 - [Occupational Education Certificate](#)
 - [School Administrator Certificate](#)
 - School Psychologist Certificate
 - School Counselor License

Hours earned through DPPD must be appropriate to the grade level and endorsement areas for which the educator is certified. Note: DPPD **cannot** be used for [Provisional Certificate renewal](#).

INSTRUCTIONS:

- Step 1: Log into your [MOECS](#) account. If you have forgotten your login name and password use the [Login Assistance](#) button.
- Step 1: Enter each activity in MOECS, using the "View Professional Learning" tab.
- 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 2: 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 3 & 4 are completed.

- Step 3: Complete the educator section of the form and attach the printed screen shot from Step #2.
- Step 4: Take the form and attached printout to your Principal/School Designee for the required verification and signature.
- Step 5: Maintain the signed form and printout for your records and submit to MDE upon request for application verification.

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 educator's certificate and was completed with this school/district's approval.
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: _____