

## 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 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): 2017\_\_ - 2018\_\_

Name of Teacher: \_\_\_\_\_  
(PRINTED)

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

School/District Where Employed: Almont Community Schools

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: Jennifer Szlachta  
(PRINTED)

Title: Principal Orchard Primary

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: jszlachta@almontschools.org

Telephone Number: 810-798-7019