



## DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT QUESTIONS AND ANSWERS

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.

The following are commonly asked questions regarding the use, documentation, and appropriate record keeping of DPPD.

### ***Part A:***

#### **USE OF DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD)**

##### **1. Can I Use DPPD to Renew my Provisional Certificate?**

No. DPPD may not be used for the renewal of Provisional certificates.

##### **2. How Do I Know if I Qualify to Renew or Progress a Certificate Using DPPD?**

First, you must be renewing or progressing an applicable certificate (see Question #1).

Next, you should follow the steps indicated on the document "*Logging Your District Provided Professional Development in the Michigan Online Educator Certification System.*" This document is located on the Office of Professional Preparation Services Website:

[www.michigan.gov/opps](http://www.michigan.gov/opps) under "Frequently Asked Questions – FAQs."

**Part B:**

**COUNTING DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD)**

**3. What Does “Five Days” of DPPD Really Mean?**

The district must offer DPPD over at least five (5) DATES and offer at least thirty (30) hours annually.

There is no limitation on the number of DPPD hours an individual can use per school year. The previous cap of 30 DPPD hours annually has been removed.

Teachers need a total of 150 professional learning hours to renew/progress. Professional learning hours include:

- DPPD
- College Credit (1 semester credit equates to 25 professional learning hours)
- State Continuing Education Clock Hours (SCECHs)

**4. What is the Maximum Number of DPPD Hours I Can Count Per Day?**

The Michigan Online Educator Certification System (MOECS) will not allow more than eight (8) hours to be entered for a single calendar date. Each calendar date should be listed separately. DPPD hours should not include travel time or lunch breaks.

**Part C:**

**RECORDING DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD)**

**5. When Can I Enter My DPPD Into the Michigan Online Educator Certification System (MOECS)?**

DPPD hours can be entered into MOECS at any time and it is recommended that you only enter those DPPD hours needed for renewal/progression. It is not necessary to enter extra hours. It is recommended that you input DPPD hours yearly and obtain a signed DPPD form yearly.

**6. Should I Renew/Progress Once I Have Entered All of My DPPD Hours Into the Michigan Online Educator Certification System (MOECS)?**

No. First, you need to have your district/school sign off on your District Provided Professional Development Record for Certificate Renewal form(s). After obtaining the signature, you may log back into your MOECS account and apply for your renewal or progression. *Note: renewals may be applied for any time after January 1 of the year in which the certificate expires and once requirements have been met; progressions may be applied for at any time once requirements have been met.*

**7. Which DPPD Form Do I Use?**

When beginning your documentation process, to ensure that you are using the most up-to-date form, please use the DPPD form that is found in the Michigan Online Educator Certification System (MOECS), entitled "*District Provided Professional Development Record for Certificate Renewal.*" Other forms obtained from your school or colleagues may be older versions and may not be used.

Complete your section of the form. You will need a separate form for each school year you are claiming DPPD. This is the only form that may be used to verify DPPD. The link for this form is found under the DPPD tab within MOECS. (Scroll down to the bottom of the screen if you do not see the link.) This form can also be located by clicking the "Forms" navigation bar on the left side of the MOECS homepage or on our website at:

[http://www.michigan.gov/documents/mde/DPPD\\_ADDENDUM\\_7\\_387885\\_7.doc](http://www.michigan.gov/documents/mde/DPPD_ADDENDUM_7_387885_7.doc).

## **8. How Do I Record My Activities in the Michigan Online Educator Certification System (MOECS)?**

Log-in to MOECS and follow the steps indicated within the system. The document entitled *"Logging Your District Provided Professional Development in the Michigan Online Educator Certification System"* will also be a useful tool for you. This document is located on the Office of Professional Preparation Services Website: [www.michigan.gov/opps](http://www.michigan.gov/opps) under "Frequently Asked Questions – FAQs" and on the "Educator Learning and Professional Development" page.

## **9. How Do I Properly Identify the Category and Activity Title in the Michigan Online Educator Certification System (MOECS) When Entering My DPPD?**

When selecting the category in the dropdown MOECS menu, please use your best judgment as to the category that you select. When entering your activity title, title your activity as specifically as possible and refrain from using general terms such as "professional development" or "school district professional development" so that your principal/school designee and Michigan Department of Education auditors can identify the appropriateness of your DPPD activities to your certificate.

## **10. How Do I Record Professional Learning Communities (PLCs)?**

You must list the meeting dates individually along with the topic. Each calendar date should be listed separately. Ten (10) professional learning communities that occur on ten (10) separate dates must be listed separately. A descriptive title should be given to each entry.

## **11. Do I Need to Fax/Mail in the DPPD Forms?**

Applications for progression to the next level of certificate will require you to submit your DPPD documents to the Office of Professional Preparation Services. When you generate an application in the Michigan Online Educator Certification System (MOECS), you will receive an application cover letter that provides instructions for submitting documentation.

For a certificate renewal you do not submit documentation at the time of application. Should you ever be audited by MDE, you will be required to submit the signed original DPPD form(s) and initialed DPPD log(s). Keep your form(s) and log(s) for your records and any future audit.

***Part D:***

**WHAT YOU NEED FROM YOUR DISTRICT**

**11. What if I Missed a Day, or Even a Year of DPPD?**

Please consult with your school official or designee. Teachers and other K-12 educators will need a total of 150 professional learning hours over the 3-5 year period for certificate renewal or progression. Schools may provide make-up days, but are not required to by law. Teachers may also use a combination of DPPD, college credit, and SCECHs to meet the professional learning requirements.

**12. Is it Mandatory That My District Respond to All of the Questions on the DPPD Form?**

Yes. Schools must respond to all questions.

**13. Can Substitute Teachers Receive DPPD?**

This is a school decision. Please consult with your school.

**14. Who Signs My DPPD Form(s)?**

The DPPD form itself requests the signature of your building principal or school designee. Contact your school to determine who has been assigned as the school designee.

**15. What Happens if the Principal Who Needs to Sign My DPPD Forms is No Longer Employed by the District?**

Check with your Human Resources office to determine the current school designee. Once you determine who the school designee is, you can request that they sign your DPPD forms. If the current school designee does not have the appropriate documentation to warrant signing your DPPD forms, it is unfortunate, but you may not use those hours towards certificate renewal or progression.

***Part E:***

**WHAT YOU SHOULD KNOW ABOUT AUDITING**

**16. What Will I Need if You Audit Me?**

If you are selected by our office for an audit, you will be required to submit your signed DPPD form(s) along with your printed and initialed DPPD pages from the Michigan Online Educator

Certification System (MOECS). Reference the document *“Logging Your District Provided Professional Development in the Michigan Online Educator Certification System”* (step 5) for specifics on proper documentation of your DPPD. This document is located on the Office of Professional Preparation Services Website: [www.michigan.gov/opps](http://www.michigan.gov/opps) under “Frequently Asked Questions – FAQs.”

### **17. What Happens if My Principal/School Designee Can’t Answer the Questions?**

You may not use those hours towards certificate renewal or progression.

### **18. Is the School Obligated to Sign All of My DPPD Forms?**

No. While the public schools are obligated to provide you with five (5) days of professional development each school year under law (MCL 380.1527), schools are not obligated to sign the form. There may be reasons why a school may choose not to sign the DPPD form. Some examples include:

- old or inaccurate information
- incomplete records
- DPPD is not appropriate to endorsement or certificate level

In addition non-public & private schools may choose not to “opt-in” to DPPD. **If a district opts-in, they agree to comply with Michigan Department of Education documentation and auditing requirements.** Private/non-public schools not willing to consent to audit requirements (MCL 380.1527) may “opt out” of DPPD.

### **19. How far back can a school sign off on DPPD?**

A school can go back as far as they are capable of providing documentation to support the DPPD, the teacher’s attendance, and appropriateness to grade level and content area, as well as the schools ability to submit to audit.

Note: DPPD used for certificate renewal or progression can only be used if it was earned within the 3-5 years preceding the date of the teacher’s application and within the prior 5 years of the application. Also, the DPPD must have been earned after the issuance of the most recent certificate.