

# Policy, Criteria, and Procedures for Transition Coordinator Approval

---

Full Approval

Last updated: 8/29/17



Michigan Department of Education  
Office of Special Education

## Table of Contents

Policy, Criteria, and Procedures for Transition Coordinator Approval .....	3
<b>Policy and Criteria .....</b>	<b>3</b>
Full Approval Policy and Criteria .....	3
<b>Michigan Education Information System (MEIS) Requirements.....</b>	<b>4</b>
<b>Michigan Online Educator Certification System (MOECS) Access .....</b>	<b>4</b>
<b>Intermediate School Districts Requesting Approval .....</b>	<b>5</b>
Step 1 for ISD: Initiate and Approve the Request .....	5
Step 2 for ISD: Download the Approval Letter .....	6
<b>School Districts Requesting Approval .....</b>	<b>6</b>
Step 1 for School District: Initiate the Request .....	6
Step 2 for ISD: Approve or Deny the Request .....	7
Step 3 for School District: Download the Approval Letter .....	8

# Policy, Criteria, and Procedures for Transition Coordinator Approval

Transition coordinators must meet the criteria below and in the *Michigan Administrative Rules for Special Education (MARSE)*.

---

## Policy and Criteria

---

### **Full Approval Policy and Criteria**

1. The candidate must possess a bachelor's or graduate degree in special education or a field related to the transition of youth with disabilities.
2. The candidate must have completed a minimum of three years of satisfactory teaching experience in special or vocational education at the secondary level or a minimum of three years of satisfactory employment providing transition-related service to individuals with disabilities ages 13 to 26.
3. A request for approval must be received by the Michigan Department of Education, Office of Special Education (MDE, OSE) during the school year (July 1 to June 30) in which the effective date applies.
4. Transition Coordinator approval is granted from the beginning of the school year in which the request was initiated or the date that all requirements for approval were met, whichever is later.
5. The employing superintendent must provide evidence that the following competencies can be demonstrated:
  - a. Knowledge of transition foundations to develop transition education, activities, and services for students, families, and service providers.
  - b. Possession of effective facilitation, coaching, and leadership skills at the individual and group level.
  - c. Ability to engage in collaborative transition service delivery and utilize interagency agreements.
  - d. Ability to facilitate/teach pertinent transition practices (issues) to support special education and agency staff including:
    - i. Federal/Michigan Law
    - ii. Curriculum/Best Practice

- iii. Delivery of Transition Services
  - iv. Interagency Collaboration
  - e. Understanding of outcome measurement and evaluation of transition services.
6. Transition Coordinator approval does not expire and is transferable from one school district to the next.
7. Transition Coordinator approval is transferable from one school district to the next.

---

## Michigan Education Information System (MEIS) Requirements

---

The Michigan Department of Education, Office of Special Education (MDE, OSE) uses the Michigan Online Educator Certification System (MOECS) to process special education personnel approvals.

Before logging in to the MOECS, requesting districts must have both of the following:

- A MEIS account. To create a MEIS account, visit the [Create a New MEIS Account page](https://mdoe.state.mi.us/meis/createnewaccount.aspx) (mdoe.state.mi.us/meis/createnewaccount.aspx).
- A completed and approved MEIS security agreement. Complete the applicable agreement below.
  - [School District Security Agreement Form to Access Approvals \[PDF\]](#)
  - [Public School Academy Security Agreement Form to Access Approvals \[PDF\]](#)
  - [Teacher Preparation Institution Security Agreement Form to Access Approvals \[PDF\]](#)

---

## Michigan Online Educator Certification System (MOECS) Access

---

After obtaining a Michigan Education Information System (MEIS) account and approved security agreement, access the MOECS in one of two ways:

- Visit the [MOECS website](https://mdoe.state.mi.us/moecs/login.aspx) (mdoe.state.mi.us/moecs/login.aspx) directly.
- Access the MOECS via the Michigan Department of Education, Office of Special Education (MDE, OSE) website.
  - Visit the [MDE, OSE website](https://michigan.gov/specialeducation) (michigan.gov/specialeducation).
  - Scroll down below “Special Education” from the left-hand menu of the page and choose **Special Education Personnel Approvals** (Figure 1).

- Choose **Michigan Online Educator Certification System (MOECS)** underneath “Approvals Online System.”

**NOTE:** Each candidate must have a Personal Identification Code (PIC).

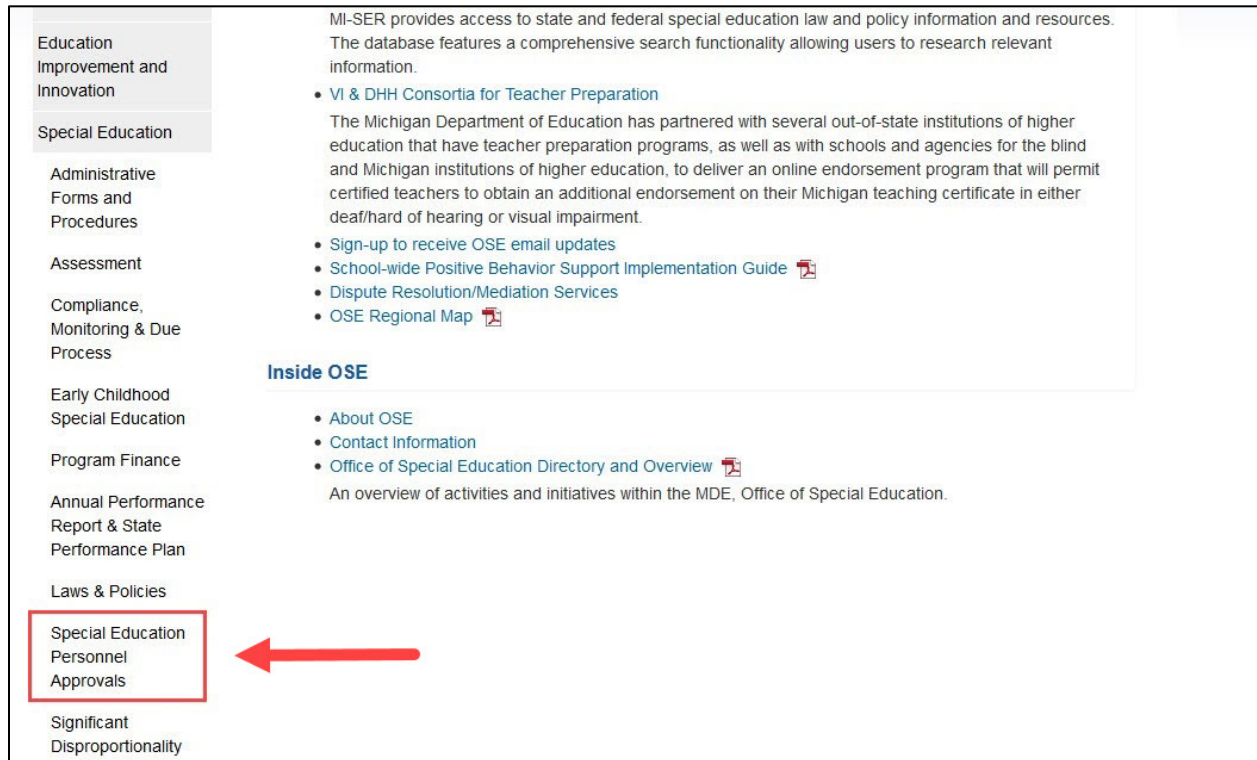


Figure 1. Special Education Personnel Approvals menu item on the Michigan Department of Education, Office of Special Education website.

---

## Intermediate School Districts Requesting Approval

---

Follow the steps below in the order they appear.

### Step 1 for ISD: Initiate and Approve the Request

- Initiate the request by logging in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu (Figure 2).
- Enter the candidate’s PIC. Select the **Other** category from the drop-down menu.
  - Choose the **Full Approval for Transition Coordinator** approval type.
  - Click **Next**.
- Complete all applicable information, including the appropriate district, approval program category, and effective date (date of hire).
  - Review and check the assurance and validation statements.
  - Type the name as it appears to the right of the electronic signature box.

- o Click **Submit**. The application is now approved, and the ISD will receive an email confirmation.

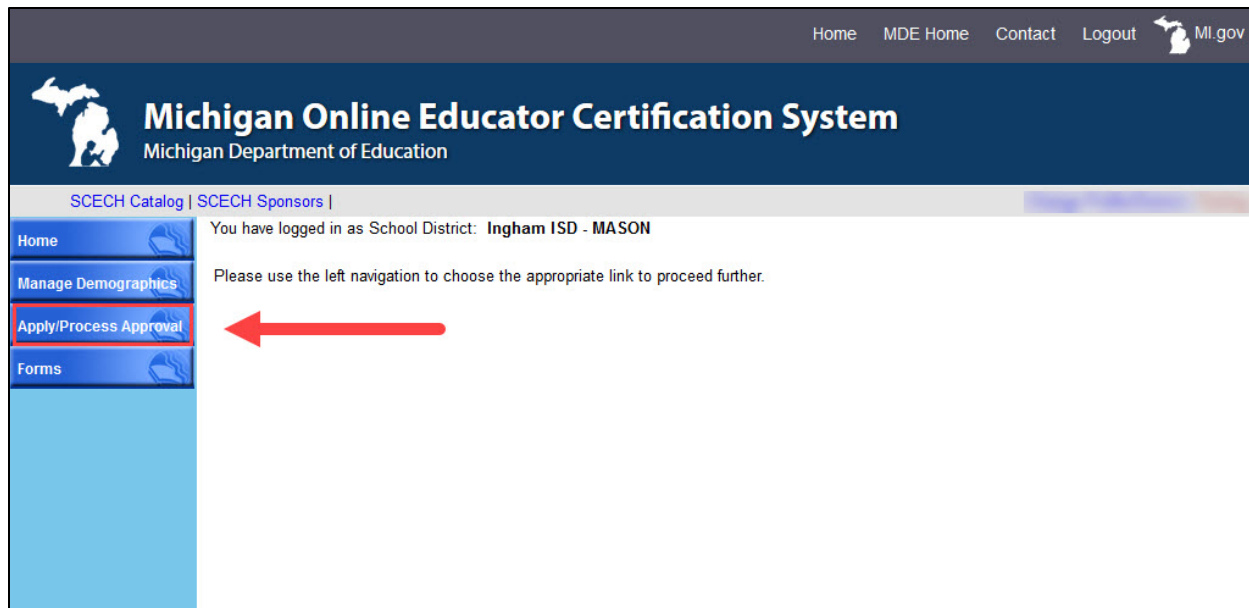


Figure 2. Apply/Process Approval menu item on the MOECS home page for the intermediate school district.

## Step 2 for ISD: Download the Approval Letter

- After approving the request, choose **Manage Approval** from the left-hand menu.
- Find the candidate using search parameters at the top of the page.
  - o Click the radio button next to the candidate's name.
  - o Choose **Download Approval Letter** from the drop-down list below the table.
  - o Click **Go**.
  - o Download and distribute the letter. The candidate's employer is responsible for distributing the letter to the candidate.

---

## School Districts Requesting Approval

---

### Step 1 for School District: Initiate the Request

- Initiate the request by logging in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu (Figure 3).
- Enter the candidate's PIC. Select the **Other** category from the drop-down menu.
  - o Choose the **Full Approval for Transition Coordinator** approval type.
  - o Click **Next**.

- Complete all applicable information, including the approval program category and effective date (date of hire).
  - Review and check the assurance and validation statements.
  - Type the name as it appears to the right of the electronic signature box.
  - Click **Submit**. The request will then go to the intermediate school district (ISD) to approve or deny.

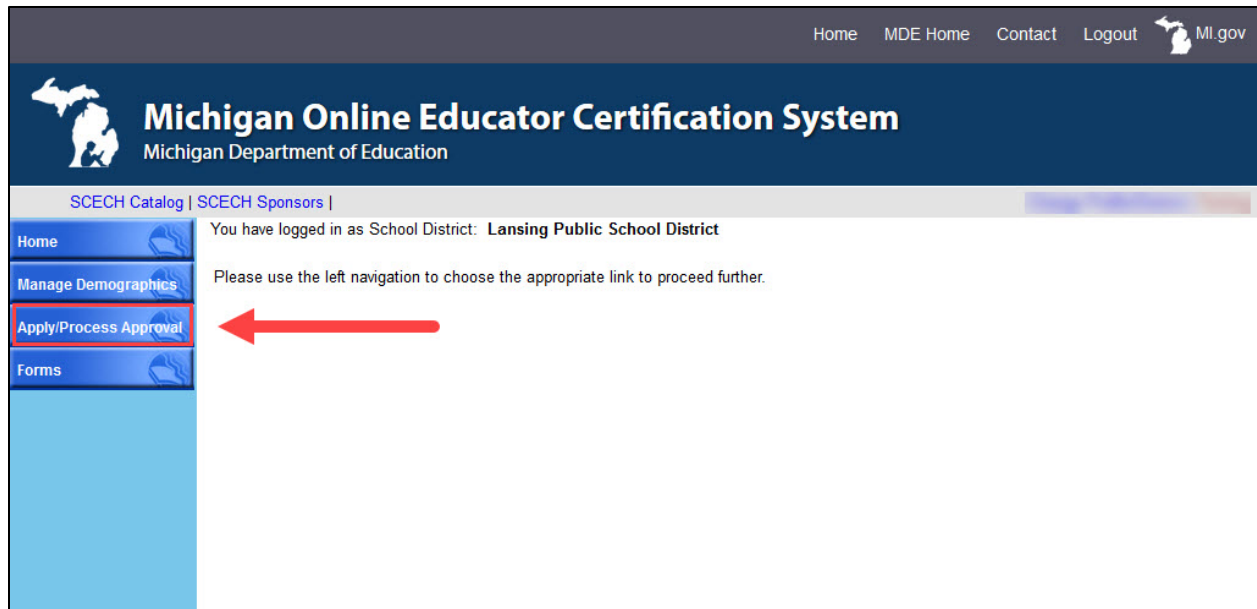


Figure 3. Apply/Process Approval menu item on the MOECS home page for the school district.

## Step 2 for ISD: Approve or Deny the Request

- Log in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu, and then choose **Process Approval** (Figure 4). A table of candidates who are in the approval process will appear.
  - Click on the candidate's application number to process the request, or search for a specific candidate using search parameters at the top of the page.
- Review the candidate's information. The ISD has the ability to change the school district or effective date if necessary. Select **Approve** or **Deny** from the drop-down menu near the bottom of the page.
  - If approving, check the validation statement, type the name as it appears to the right of the electronic signature box, and click **Approve**.
  - If denying, provide a reason for the denial and click **Submit**.
- If the application is denied, the school district will receive an email notification and may resubmit the request. If the application is approved, the school district will receive an email confirmation.

The screenshot shows the MOECS interface for Ingham ISD - MASON. The left-hand navigation menu includes: Home, Manage Demographics, Apply/Process Approval, Apply for Approval, **Process Approval** (highlighted with a red box and a red arrow), Pay Fee, Manage Approval, and Forms. The main content area displays the following text:

You have logged in as School District: **Ingham ISD - MASON**  
**Apply for New Approval**  
 (\* = Required )  
 Welcome to the Special Education Personnel Approvals System. The left side navigation area allows for one of the following options:

1. Apply for an Approval – this process can begin by the District or ISD by entering the PIC and category information
2. Process an Approval – this option is an action item to recommend, deny or submit to TPI for ISDs
3. Pay Special Fee – this option enables payment of teacher approval fees
4. Manage an Approval – this option allows the District and ISD to delete an approval or download an approval letter

To apply for a special education approval enter the information below. Otherwise choose the appropriate navigation option at the left side area.

\* PIC   
 \* Confirm PIC   
 \* Category

Next Clear

Figure 4. Process Approval menu item under Apply/Process Approval on the MOECS home page for the intermediate school district.

### Step 3 for School District: Download the Approval Letter

- Log in to the MOECS.
- Select **Apply/Process Approval** from the left-hand menu, and then choose **Manage Approval**.
- Find the candidate using search parameters at the top of the page.
  - Click the radio button next to the candidate's name.
  - Choose **Download Approval Letter** from the drop-down list below the table.
  - Click **Go**.
  - Download and distribute the letter. The school district is responsible for distributing the letter to the candidate.