Michigan Department of Education   OFFICE OF PROFESSIONAL PREPARATION SERVICES   P. O. Box 30008, Lansing MI 48909

DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT
RECORD FOR CERTIFICATE RENEWAL

INSTRUCTIONS: This form must be completed by the individual requesting certificate renewal using professional development provided by their school district by law (Sec. 380.1527). These professional development hours can only be used to renew Professional Education Certificates and Occupational Education Certificates. To receive credit for the district provided professional development hours, this form must list the hours the individual attended of the 5 days of professional development offered by the district per Sec. 380.1527. After this form has been verified and signed by the Principal or District Designee, the information may be added to MOECS under the "View/Update Prof. Dev" tab.

Name Of Teacher (PRINTED): _____   Teacher PIC* or SSN: _____

Email Address: _____   Telephone Number: _____

Name Of School District
Where Employed: _____   School Year:
                                                                                      20_____ - 20_____
Name Of School Building
Where Assigned: _____

DATE(S)	DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT (DPPD) ACTIVITY	HOURS ENGAGED

Did this teacher complete all 5 days offered by the district for the listed school year?   Yes / No _____
Is there sufficient documentation of this DPPD Activity in case it is needed for a Record audit?   Yes / No _____
Is the DPPD appropriate to the grade level and content endorsement(s) of this teacher's certificate?   Yes / No _____
                                                                                      Principal/Designee Initials

Principal/District Designee Name (PRINTED): _____   Title: _____

Principal/District Designee Signature: _____   Date: _____

Principal/District Designee Email Address: _____   Telephone Number: _____

Signature of Teacher: _____   Date: _____

Personal Identification Code (PIC) can be obtained by logging in to the Michigan Online Educator Certification System (www.michigan.gov/moecs) and clicking on "Manage Demographics"

PLEASE **DO NOT** FAX THIS SIGNED FORM. Retain for your files, so documentation can be provided if Record is audited.