

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

**DISTRICT PROVIDED PROFESSIONAL DEVELOPMENT  
 RECORD FOR CERTIFICATE RENEWAL**

This form must be completed by the individual requesting certificate renewal using professional development provided by their school district, as required by law (Sec. 380.1527). District Provided Professional Development (DPPD) hours can only be used to renew or advance to the Professional Education Certificates and Occupational Education Certificates. To utilize your DPPD hours for certificate renewal purposes, follow these instructions.

**INSTRUCTIONS:** To use the DPPD for certificate renewal or advancement:

- 1) Enter each program, including the category and the hours of training, into your Michigan Online Educator Certification System (MOECS) account ([www.michigan.gov/moecs](http://www.michigan.gov/moecs)) on the "View/Update my Professional Dev Data" page. In reference to Sec. 1527 and DPPD guidelines, MOECS limits the amount of hours an individual can use for renewal or advancement to 30 per school year, please record **only 30 hours** per school year.
- 2) Print the list of DPPD hours you added to your MOECS account by using your computer's print screen function.
- 3) Complete your section of this form, attach it to your DPPD hours, and take it to your Principal/District Designee for the required signature. Keep this signed form for your records in case of a records audit.
- 4) If, for any reason, the Principal/District Designee will not sign this form to verify any of your hours, please delete them from your MOECS record.\*

**Completed by the Teacher:**

School Year: 20\_\_\_\_ - 20\_\_\_\_

Name Of Teacher: \_\_\_\_\_ (PRINTED) Teacher PIC or SSN: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

School District Where Employed: \_\_\_\_\_

School Building Where Assigned: \_\_\_\_\_

Signature of Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

**Completed by the Principal/District Designee:**

**Yes / No** \_\_\_\_\_ **Did this teacher complete at least 5 days (30 hours) offered by the district for the listed school year?**

**Yes / No** \_\_\_\_\_ **Has the district maintained sufficient documentation of each DPPD activity in case it is needed for a Record audit?**

**Yes / No** \_\_\_\_\_ **Is each DPPD activity appropriate to the grade level and content endorsement(s) of this teacher's certificate?**

Principal/Designee Initials

Principal/District Designee Name: \_\_\_\_\_ (PRINTED) Title: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

\*Advisory: 380.1809 Improper use of certain certificates or credentials as misdemeanor; penalties. (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.