



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

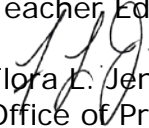
RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

February 5, 2014

**MEMORANDUM**

TO: Educator Preparation Institutions and Directors and Representatives of  
Teacher Education Programs

FROM:  Flora L. Jenkins, Ph.D., Director  
Office of Professional Preparation Services

SUBJECT: Reorganization of the Office of Professional Preparation Services

In 2013 the State Superintendent reorganized the Michigan Department of Education by creating the Division of Accountability Services (DAS) and transferring the Office of Professional Preparation Services (OPPS) to that new division. The OPPS has completed its reorganization to better address the needs of our constituents and colleagues, and is now comprised of three complementary and interrelated program units:

- Professional Accountability Unit (PAU)  
Phil Chase, Supervisor  
Email: [chasep2@michigan.gov](mailto:chasep2@michigan.gov)
- Professional Educator Certification Services (PECS)  
Krista Ried, Supervisor  
Email: [riedk@michigan.gov](mailto:riedk@michigan.gov)
- Professional Preparation and Learning (PPL)  
Sarah-Kate LaVan, Supervisor  
Email: [lavans@michigan.gov](mailto:lavans@michigan.gov)

Leah Breen will continue to serve as Assistant Director, as well as provide overall operational coordination and supervision to the unit supervisors. I will continue to serve as Director, with the responsibility of providing overall leadership and broad policy oversight to OPPS. Listed below are the duties and responsibilities of each unit.

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### **Professional Accountability Unit (PAU)**

The PAU is a newly established unit that is responsible for providing information on certificate revocations, suspensions and nullifications, audits of certificate renewals and Registry of Educational Personnel to determine whether teachers are appropriately assigned to teach in their areas of certification and prepare state aid penalty letters when districts are employing inappropriately certificated teachers. Additional unit responsibilities are as follows:

- Responsible for the development and administration of the Michigan Test for Teacher Certification (MTTC), required by Section 1531 of the Revised School Code, as well as the continued development and implementation of the Educator Preparation Institution Performance Score.
- Responsible for data coordination and submission of the federal Higher Education Act Title II, Part B annual report.
- Collaborates with staff to continuously improve the auditing and accountability processes.
- The Unit also creates, in collaboration with the Center for Educational Performance and Information (CEPI), and shares annual reports on new teachers and their assignments for use by EPIs in contacting and supporting their graduates and to enhance communication with districts about needs in preparation.

### **Professional Educator Certification Services (PECS)**

The PECS Unit was formerly known as the Client Services Unit. This unit provides leadership, as well as carries out activities related to the development, analysis, interpretation, and application of certification/permit requirements for teachers, school counselors, school nurses, school psychologists, and administrators. This unit's responsibilities are as follows:

- Responsible for monitoring school districts to ensure compliance with state and federal No Child Left Behind (NCLB) laws that require the use of appropriately certificated personnel.
- Coordinates with other service areas, units, agencies, and organizations for the design, development, delivery/dissemination of information, and technical assistance and support programs to develop, interpret, and explain new credentialing standards, legislation, administrative rules, policies, and other relevant initiatives to individuals, groups, organizations, media and legislative staff.

**Professional Preparation and Learning (PPL)**

The PPL Unit ensures standards of high quality are established, applied, and maintained for the pre-service preparation and professional development of educational personnel. This unit's responsibilities are as follows:

- Administers program standards for State Board of Education approval and application procedures for approval of new educator preparation institutions, which includes traditional and alternate route programs for teachers and administrators.
- Administers state partnerships for national accreditation, with both the Teacher Education Accreditation Council (TEAC) and the National Council for Accreditation of Teacher Education (NCATE) and the umbrella national accreditation organization the Council for the Accreditation of Educator Preparation (CAEP).
- Title II, Part A(3) Grant Program for higher education/K-12 partnerships to support strong professional development in core areas in high needs schools.
- Provides oversight to state law that requires mentoring and induction for novice teachers and professional development for all teachers and works with other units on the coordination of rules and processes related to state continuing education clock hours.

The OPPS is proud to continue to work with its constituents to provide efficient and effective accountability services to Michigan's schools, colleges and universities.