

*Educational Support Personnel
Certificate Program*



Michigan ESP Center for Professional Learning

Guidelines for Course/Workshop Providers

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At a glance

What Is the ESP Certificate Program?

The overall ESP Certificate Program provides educational support personnel with a course of professional development that is structured to become progressively challenging and focused as study continues. This is called the “career continuum” approach. Participants move from study in a broad variety of basic content areas to more concentrated learning in specific topics.

Level I of the Certificate requires courses/workshops in four core curriculum areas as well as a number of elective choices.



Key Features of Level I

- 40 hours of structured learning
- Required and elective curriculum areas
- Educational opportunities consisting of workshops, classes and/or conferences
- Sessions that are pre-approved and evaluated for content and quality
- Instruction offered by community colleges, school districts, ISDs, professional organizations or private vendors
- Certificate upon completion

The Center does not actually offer courses/workshops. Rather, staff reviews the courses/workshops that are submitted to ensure that the content will be of value to the participant. They maintain a current listing of all approved courses/workshops that students can access at any time. The Center also maintains participant records, and upon successful completion of the program, issues the Certificate and transcript.

Advisory Board

This Certificate Program is supported by Lansing Community College, Mott Community College, Genesee ISD, Michigan Education Association and the Michigan State Department of Education. Representatives of these entities comprise the advisory board.



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I. Guidelines for Course/Workshop Providers

The following information should be helpful to those who are sponsoring or conducting courses/workshops that will apply toward the ESP Certificate.

Who Are Course/Workshop Providers?

The Center itself does not provide instruction for the Certificate.

Organizations that offer a large number of courses/workshops every year (e.g. community colleges, metropolitan school districts, ISDs, professional organizations) should have a designated coordinator who will submit approval forms to the Center and who will act as the verification officer for approved courses/workshops.

Procedures for Course/Workshop Approval

Providers who wish to have their offering approved by the Center for the ESP Certificate may do so by submitting an Application for Course/Workshop Approval form to the Center. Approval for the offering must be obtained from the Center in advance and only those workshops, courses, conferences, and experiences that are submitted a minimum of 30 days prior to their beginning date are eligible for acceptance.

Course/Workshop Applications

An Application for Course/Workshop Approval form must be prepared describing each course/workshop. Required information includes course/workshop objectives and content, a schedule of activities, length of course/workshop, qualifications of the instructor and the signature of the individual designated as responsible for course/workshop coordination and attendance verification.

Courses/workshops submitted for approval are reviewed for their alignment with Center standards and broad curricular areas. They are approved for a specific number of hours in the applicable curricular area. Once approved, providers may submit a copy of their informational material to the Center, and it will be included in the Center's statewide database of offerings.

Only "direct learning time" is acceptable for hourly credit. Credit is not granted for time spent in registration, breaks, exhibits, tours, entertainment, or meals. Because the ESP Certificate Program is directed at the professional growth of individuals, only courses/workshops with professional growth as their primary objective are eligible for inclusion in the Center's program. Educational institutions' inservice courses/workshops wishing to qualify must follow the pre-approval process.

Once a course/workshop has been approved, the provider may state in their promotional or informational materials that the course/workshop has been "Pre-approved by the Michigan Center for Professional Learning for the ESP Certificate Program."

Providers should inform the Center in the event an approved course/workshop is canceled.

Course/Workshop Application Fee

A processing fee is assessed for each course/workshop each time it is offered. The provider should pay the fee when the course/workshop application is submitted. Contact the Center office for a current listing of the fee structure.

Procedures for Course/Workshop Verification

Course/workshop providers are responsible for verifying that participants attend and complete their session. Filling out and submitting the signed Verification of Attendance form, and supplying each participant with a Verification of Hours form accomplish this.

At the conclusion of the course/workshop, the designated coordinator sends the Verification of Attendance form to the Center. The form includes the participant's name and other pertinent information for program records. This form must be submitted within 30 days of completion of the course/workshop.

NOTE: All forms may be obtained from the Center office.

Course/Workshop Attendance

Participants must attend the entire scheduled course/workshop to be awarded credit. "Partial" credit hours will not be awarded by the Center.

If a participant must miss a small portion of a course/workshop for unavoidable reasons and obtains written acknowledgment from the instructor that the missed material has been made up, the Center will consider granting total credit hours.

Course/Workshop Evaluations

Providers are asked to return a Course/Workshop Evaluation for each course/workshop. This feedback is essential to the overall quality of the ESP Certificate. Although the Center supplies an evaluation form with each course/workshop approval, providers are free to use their own if desired. There is no need for participants to fill out two separate evaluations.

Providers can send evaluations from each participant or a compilation of individual responses. Evaluations should be returned with the Verification of Attendance form.



Course/Workshop Provider Checklist

- Submit an Application for Course/Workshop Approval to the Center at least 30 days prior to the course/workshop along with the processing fee
- Deliver the course/workshop
- Distribute a Verification of Hours form to each participant at the conclusion of the course/workshop
- Collect participant evaluations for each course/workshop and submit to the Center along with the Verification of Attendance form
- Complete Verification of Attendance form after each course/workshop and submit to the Center within **30 days of completion of the course/workshop**

Modeled with permission after the ESP Certificate of the Professional Development Academy (Wisconsin Education Association Council).
