



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

JENNIFER M. GRANHOLM
GOVERNOR

January 21, 2004

MEMORANDUM

TO: Intermediate and Local School Districts Directors of Special Education, Chief Executive Officers of Public School Academies, and Michigan Association of School Personnel Administrators

FROM: Jacquelyn J. Thompson, Ph.D., Director
Office of Special Education and Early Intervention Services

SUBJECT: Special Education Directors and Supervisors Continuing Education Requirements

On December 16, 2003, Dr. Flora Jenkins, Director of the Office of Professional Preparation Services (OPPS), distributed a memorandum regarding school administrator continuing education requirements. As a result of this memorandum, the Office of Special Education and Early Intervention Services has received a number of inquiries as to whether these requirements apply to Supervisors and Directors of Special Education.

It has been determined that the requirements delineated in Dr. Jenkins' correspondence **do** apply to Directors and Supervisors of Special Education "whose primary responsibility is administering instructional programs" as stated in Section 1246 of Public Act 289 (1995).

A copy of the OPPS' memorandum regarding Section 1246 of Public Act 289 (1995) and Rule 380.1201 are enclosed.

Enclosures

OSE/EIS 04-03

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MEMORANDUM

TO: All Local K-12 School Districts, Intermediate School Districts,
Public School Academies and Educational Organizations

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

SUBJECT: School Administrator Continuing Education Requirement

DATE: December 16, 2003

Effective July 1, 1996, Section 1536 of the Revised School Code (Act 289 of the Public Acts of 1995), authorization for the issuance and renewal of a school administrator certificate, was repealed. However, Rule 380.1201 mandates all current and future school administrators employed in your district/school as superintendent, principal, assistant principal, chief business official, or whose primary responsibility is administering instructional programs comply with Section 1246 of PA 289 (1995) regarding the School Administrator continuing education requirement. After July 1, 1999, a person employed as a school administrator must complete, within each 5-calendar-year period, a minimum of 6 semester credit hours at a state board-approved institution or 18 State Board Continuing Education Units (SB-CEUs), or a combination of both (3 SB-CEUs are equivalent to 1 semester credit hour).

During the initial implementation of the legislation, school administrators were provided an opportunity to comply with requirements by earning one semester credit or 3 SB-CEUs. School administrators whose certificates expired prior to June 30, 1999, used this one-time option to meet the requirement and then began the next eligibility cycle on July 1, 1999. The one semester credit hour or 3 SB-CEUs is no longer a valid option for meeting the continuing education requirement. However, this option has been erroneously applied to the employability of new school administrators since 1999. A new school administrator must meet the requirement of having completed the 6 semester credit hours or 18 SB-CEUs within the previous five-year time period as a condition of employment, effective immediately. For example, if a local district, intermediate school district or public school academy wishes to employ a school administrator beginning September 1, 2004, that individual must have completed the 6 semester credit hours or 18 SB-CEUs between July 1, 1999, and September 1, 2004. There will be no penalty to those school administrators hired prior to the date of this correspondence.

In order to facilitate compliance, the Office of Professional Preparation Services (OPPS) developed and distributed the "Record of Continuing Education Credits for School Administrators" form. This form should be verified and maintained on file at the local district.

June 30, 2004, concludes the 5-year time period for School Administrator continuing education requirement compliance that began as of July 1, 1999. It will also mark the first time that the OPPS will conduct a School Administrator continuing education requirement audit. As of July 1, 2004, a random selection process will be used to identify individuals whose continuing education records/transcripts will be audited. School administrators who cannot document the acquisition of credits and/or units listed on the "Record of Continuing Education Credits for School Administrators" will be considered in violation of Rule 380.1201 and, therefore, ineligible for continuing employment in that position.

For further assistance regarding specific planned audits or the monitoring of the School Administrator continuing education requirement for employment, please contact Ms. Rosheeda I. Whitthorne, Higher Education Consultant at 517-241-2200.

FLJ/RIW

cc: Tom Watkins
Jeremy Hughes

THE REVISED SCHOOL CODE (EXCERPT)

Act 451 of 1976

380.1246 Superintendent, principal, assistant principal, administrator of instructional programs, or chief business official; completion of continuing education requirements; rules.

Sec. 1246.

(1) A school district, public school academy, or intermediate school district shall not employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as a chief business official unless the person has completed the continuing education requirements prescribed by state board rule under subsection (2).

(2) The state board shall promulgate rules establishing continuing education requirements as a condition for continued employment for persons employed in positions described in subsection (1). The rules shall prescribe a minimum amount of continuing education to be completed within a 5-year period.

History: 1976, Act 451, Imd. Eff. Jan. 13, 1977 ;--Am. 1986, Act 163, Imd. Eff. July 7, 1986 ;--Am. 1991, Act 63, Imd. Eff. July 3, 1991 ;--Am. 1993, Act 335, Imd. Eff. Dec. 31, 1993 ;--Am. 1994, Act 413, Imd. Eff. Dec. 29, 1994 ;--Am. 1995, Act 289, Eff. July 1, 1996 .

Popular Name: Act 451

Admin Rule: R 380.1201 of the Michigan Administrative Code.

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SUPERINTENDENT OF PUBLIC INSTRUCTION

SCHOOL ADMINISTRATOR CONTINUING EDUCATION

(By authority conferred on the state board of education by section 1246 of Act No. 451 of the Public Acts of 1976, as amended, being S380.1246 of the Michigan Compiled Laws)

R 380.1201 School administrator continuing education requirement.

Rule 1. Subject to section 1246(1) and (2) of Act No. 451 of the Public Acts of 1976, as amended, being S380.1246(1) and (2) of the Michigan Compiled Laws, beginning July 1, 1999, a school district, public school academy, or intermediate school district, shall not employ a person who has not completed, within a 5-calendar-year period before July 1, 1999, either a minimum of 1 semester hour of credit at a state board-approved institution or 3 state board-continuing education units (SB-CEU's). A person who holds a Michigan administrator certificate that is valid through June 30, 1999, is exempted from this requirement.

After July 1, 1999, or upon expiration of the administrator certificate, a person employed as a school administrator shall have completed, within each 5-calendar-year period, a minimum of 6 semester hour credits at a state board-approved institution or 18 state board-continuing education units, or combination of both.

History: 1998 MR 11, Eff. Dec. 10, 1998.