

DEPARTMENT OF EDUCATION  
SUPERINTENDENT OF PUBLIC INSTRUCTION  
ADMINISTRATOR CERTIFICATION CODE

These rules take effect immediately upon filing with the Secretary of State unless adopted under section 33, 34, 45a(6), or 48 of 1969 PA 306. Rules adopted under these sections become effective 7 days after filing with the Secretary of State.

(By authority conferred on the superintendent of public instruction by section 15 of 1964 PA 287, MCL 388.1015, sections 1246, 1531, 1535a, 1536 and 1539b of 1976 PA 451, MCL 380.1246, MCL 380.1531, MCL 380.1535a, MCL 380.1536 and MCL 380.1539b, and Executive Reorganization Order Nos. 1996-6 and 1996-7, MCL 388.993 and MCL 388.994)

R 380.101, R 380.102, R 380.103, R 380.104, R 380.105, R 380.106, R 380.107, R 380.109, R 380.111, R 380.111a, and R 380.111b of the Michigan Administrative Code are amended; R 380.102a and R 380.107a are added, and R 380.115 is rescinded from the Code as follows:

PART 1. GENERAL PROVISIONS

R 380.101 Definitions.

Rule 1. As used in this code:

(a) "Accredited college or university" means an institution with regional, state, or national approval for teacher or administrator education.

**(b) "Administrator alternate route program" means pathways to certification offered by recognized state professional organizations based on experience or alternative preparation, or both, pursuant to section 1536 of 1976 PA 451, MCL 380.1536 and R 380.107a. A state approved administrator alternate route program shall be determined by the department.**

~~(b)~~(c) "Administrator certificate basic endorsement" means a certificate endorsed for any of the following:

- (i) Elementary administrator.
- (ii) Secondary administrator.
- (iii) Central office administrator.

~~(c)~~(d) "Department" means the department of education.

~~(d)~~(e) "Elementary school" means a school with a single grade or any combination of grades pre-kindergarten ~~through~~ to 9.

~~(e)~~(f) "Enhanced endorsement" means an administrator certificate endorsement that acknowledges the successful completion of an approved advanced performance and impact-based educational leadership program.

~~(f)~~(g) "Established state professional organization" means an association that has served members on a statewide basis for at least 10 years, as defined ~~under~~ **in** section 1536 of 1976 PA 451, MCL 380.1536.

~~(g)~~(h) "Grade level" means elementary or secondary grades.

~~(h)~~(i) "Middle or junior high school" means a school with any combination of grades 5 through to 9.

~~(i)~~(j) "Nonpublic school" means a private, denominational, or parochial school, as defined under in section ~~380.5~~(4) of 1976 PA 451, MCL 380.5(4).

~~(j)~~(k) "Performance-based program" means an approved program that requires the demonstration of knowledge, application, skills, behavior, and impact on improving leadership as measured by performance indicators.

~~(k)~~(l) "Satisfactory credit" means a "B" average or 3.0 or the equivalent as submitted to the department on an official transcript by an approved institution.

~~(l)~~(m) "Secondary school" means a school with any combination of grades 6 through to 12.

~~(m)~~(n) "School district" means a local school district established under section 5 of 1976 PA 451, MCL 380.5, an intermediate school district established under part 7 of 1976 PA 451, a public school academy established under part 6a of 1976 PA 451, an urban high school academy established under part 6c of 1976 PA 451, and a strict discipline academy established under sections 1311b to 1311l of 1976 PA 451, MCL 380.1311b to MCL 380.1311l, **and a school of excellence under part 6e of 1976 PA 451.**

~~(n)~~(o) "Specialty endorsement" means an administrator certificate endorsement which acknowledges the successful completion of an approved performance-based program in a recognized specialized administrative supervisory and leadership function.

~~(o)~~(p) "State board" means the state board of education.

~~(p)~~(q) "Supervising" means all of the following:

(i) Being responsible for program content.

(ii) Directing the activities of instructional staff at the level of the administrator's certificate.

(iii) Evaluating the instructional staff.

(iv) Recommending instructional staff for employment and termination.

~~(q)~~(r) "Year" means a school year consisting of a minimum of 150 days.

R 380.102 Persons eligible to hold **administrator** certificates.

Rule 2. A person who has completed a state-board approved administrator preparation program **or an approved administrator alternate route program** may be issued an administrator's certificate and basic endorsement as determined by the ~~state board~~ **superintendent of public instruction under section 1536 of 1976 PA 451, MCL 380.1536** in any of the following:

(a) A central office administrator.

(b) A principal.

(c) An assistant principal.

**R 380.102a Person required to hold administrator certificate.**

**Rule 2a. A person whose primary responsibility is administering instructional programs shall hold an administrator certificate pursuant to section 1246 of 1976 PA 451, MCL 380.1246.**

R 380.103 Certificate validity.

Rule 3. (1) An elementary administrator's basic endorsement designation is valid for either or both of the following assignments:

- (a) Elementary principal.
- (b) Elementary assistant principal.
- (2) A secondary administrator's certificate basic endorsement designation is valid for either or both of the following assignments:
  - (a) Secondary principal.
  - (b) Secondary assistant principal.
- (3) A central office administrator's certificate basic endorsement **designation** is valid for an assignment in a school district in any position with primary responsibility for supervising instructional programs and teachers on a district-wide, pre-kindergarten ~~through~~ to grade 12.
- (4) The ~~applicant~~ **certificate holder** and the employer shall be familiar with the specific provisions regarding the validity of the various certificates.

R 380.104 Certificate duration; expiration.

- Rule 4. (1) An administrator's certificate shall be valid for not more than 5 years.
- (2) All certificates expire on June 30 of the expiration year indicated on the certificate.
- (3) The ~~applicant~~ **certificate holder** and the employer shall be familiar with the specific provisions regarding the expiration and requirements of the administrator certificates.

R 380.105 Application.

- Rule 5. (1) The **recommendation from an approved program or approved administrator alternate route program** or application for an administrator's certificate or certificate renewal shall be on a form supplied or approved by the ~~state board~~ superintendent of public instruction.
- (2) An applicant shall not be considered as meeting the requirements for certification until such time as **a recommendation or** an application has been received and approved by the department.

R 380.106 Out-of-state credit for administrator's certificate.

- Rule 6. (1) Out-of-state credit for an administrator's preparation program shall be completed at a regionally or nationally accredited college or university whose accrediting body is recognized by the United States ~~Department of Education or state board approval~~.
- (2) The ~~state board~~ **superintendent of public instruction** may accept an administrator's certificate from another state or a foreign country as a basis for the issuance of a comparable initial Michigan administrator basic certificate.
- (3) The ~~state board~~ **superintendent of public instruction** ~~reserves the right to~~ **may** determine the acceptability of credits presented for certification from accredited institutions located in other states or foreign countries. Proof of credit shall be submitted to the department, on official transcripts, directly from an accredited college or university.

R 380.107 Administrator's certificate basic endorsement; **traditional program** requirements.

- Rule 7. (1) An elementary, secondary, or central office certificate basic endorsement **designation** may be issued to an applicant who presents evidence of satisfying **both of** the following requirements:

(a) Possession of a master's degree or higher from an accredited college or university whose accrediting body is recognized by the United States department of education or state board approval.

~~(b) An applicant for the elementary or secondary basic endorsements shall complete~~ **Completion of an state board approved program in school administration at least at the master's degree level is required for the elementary or secondary basic certificate endorsement designation.** The program shall include, but is not be limited to, a minimum of 18 semester hours of graduate credit, in K-12 school administration.

~~(c) An applicant for a central office administrator's certificate basic endorsement shall complete at least 21 semester hours of credit at the post-master's degree level. The program shall include advanced studies in K-12 school administration.~~

**(2) A central office certificate basic endorsement designation may only be issued to an applicant who presents evidence of satisfying both of the following requirements:**

**(a) Possession of a masters or higher degree.**

**(b) Completion of at least 21 semester hours of credit at the post-master's degree level. The program shall include advanced studies in K-to-12 school administration.**

~~(2)~~**(3) Credit completed in an approved administrator preparation program for one 1 level of administrator certification basic endorsement designation shall apply towards certification at another level if the credit meets the approved program requirements.**

**R 380.107a Administrator's certificate basic endorsement; alternate route requirements.**

**Rule 7a. (1) The department shall recognize alternative pathways for administrator certification under section 1536 of 1976 PA 451, MCL 380.1536.**

**(2) A state-approved administrator alternate route program shall be offered by an established state recognized professional organization. An approved administrator alternate route program shall meet state board approved standards for principal or central office preparation in the areas of knowledge, dispositions, and performances. The approved standards-based alternate route program may include modules, coursework, or other professional learning activities.**

**(3) A candidate may be admitted to an administrator alternate route program to obtain an administrator's certificate basic endorsement designation based on the assessment of a standards-based portfolio under 1 of the following categories:**

**(a) Category 1: A candidate possesses a masters or higher degree from a college or university accredited by 1 of the regional accredited bodies recognized by the United States department of education.**

**(b) Category 2: A candidate possesses a baccalaureate degree from a college or university accredited by 1 of the regional accredited bodies recognized by the United States department of education and has a minimum of 3 years of experience that meets at least 1 of the following:**

**(i) Successful experience as a prekindergarten to grade 12 school administrator.**

**(ii) Successful central office experience.**

**(iii) Management or leadership experience in fields other than prekindergarten to grade 12 school or district administration.**

(4) A candidate who is admitted under subrule (3)(a) or (3)(b)(iii) of this rule to an administrator alternate route program shall complete a supervised internship as determined by the alternate provider's approved program.

(5) A candidate who possesses successful and valid experience may be recommended for the administrator certificate if the alternate route provider determines that all state board approved administrator standards (principal preparation or central office preparation) are met either by program completion or passage of an administrator examination as approved by the superintendent of public instruction, and completion of a supervised internship if required by subrule (4) of this rule.

(6) A candidate who does not meet all state board approved standards upon review of experience shall complete additional preparation based on the alternate route provider's assessment of the standards-based portfolio and an individualized professional development plan.

(7) All program participants shall be supported by an assigned mentor or coach with expertise and school administrator experience.

(8) An alternate route provider shall annually evaluate mentor or coach effectiveness.

#### R 380.109 Certificate renewal.

Rule 9. (1) An administrator's certificate shall be renewed upon the applicant's completion of 6 semester hours of credit completed at any recognized university, college, or Michigan community college or the equivalent in approved state ~~board~~ continuing education ~~units~~ **hours**. Credit shall be towards an individual's professional development as an administrator ~~and shall be in accordance with state board policies~~ **under section 1246 of 1976 PA 451, MCL 380.1246 and R 380.1201**. Credit completed out of state shall be through a ~~an~~ **regionally** accredited **university that is a** teacher or administrator education institution.

(2) All renewal credit shall be completed after the date of issuance of an administrator's basic certificate and within the five-calendar-year period before applying for renewal.

(3) Correspondence credit is not acceptable for meeting the requirements of an initial administrator's basic certificate or its renewal.

(4) Credit earned toward renewing an administrator's certificate may be used for renewing a teaching certificate if it is consistent with ~~state board policies and criteria for~~ continuing professional education programs for certificate renewal **under section 1246 of 1976 PA 451, MCL 380.1246 and R 380.1201**.

#### R 380.111 Program approval and periodic review.

Rule 11. (1) The state board shall approve standards and procedures for reviewing school administrator preparation programs to prepare and recommend candidates for a school administrator certificate.

(2) School administrator preparation programs shall be approved for a 5-year period by the ~~state board~~ **superintendent of public instruction**. The requirements for each administrator's certificate identified in these rules shall be included as part of the program preparation. Initial preparation programs shall be reviewed by the department. To determine the adequacy of institutional resources, staff, and counseling services in meeting state requirements.

(3) A 5-year renewal of a school administrator preparation program shall be granted by the superintendent of public instruction based on accreditation of the preparation program by an

accrediting body that is recognized by the United States department of education or a recommendation for approval from a state review process.

(4) Upon completion of an approved school administrator preparation program, an approved institution shall recommend the candidate, in a manner prescribed by the superintendent of public instruction, to the department for issuance of a school administrator certificate.

R 380.111a Established state professional organization; specialty endorsement.

Rule 11a. (1) The state board shall approve standards and procedures for reviewing established state professional organizations' programs to prepare and recommend candidates for specialty endorsements. The superintendent of public instruction shall make recommendations to the state board for the initial state approval of established state professional organizations, based on state-board approved standards and procedures.

(2) A state-board approved school administrator specialty endorsement program shall be offered by an established state professional organization. Approval is granted for a 5-year period. ~~The successful completion of a specialty program shall result in an endorsement issued on an administrator's basic certificate.~~

(3) The superintendent of public instruction shall continue approval of the established state professional organizations' specialty endorsement programs **based on a 5-year review**.

(4) Upon request of the superintendent of public instruction, an established state professional organization shall present a report of its specialty endorsement preparation program descriptors and performance measures.

**(5) The successful completion of a specialty program shall result in an endorsement issued on an administrator's basic certificate.**

Rule 380.111b Established state professional organization; enhanced endorsement.

Rule 411b. (1) The state board shall approve standards and procedures for reviewing established state professional organizations' programs to prepare and recommend candidates for **administrator advanced performance and impact based** enhanced endorsements. The superintendent of public instruction shall make recommendations to the state board for the initial state approval of established state professional organizations, based on state-board approved standards and procedures.

(2) A state-board approved school administrator enhanced endorsement program shall be offered by an established state professional organization. Approval is granted for a 5-year period. The successful completion of an enhanced program shall result in an endorsement issued on an administrator's basic certificate.

**(3) An administrator certificate with an enhanced endorsement shall be valid for 5 years based on the issue date of the certificate.**

~~(3)~~**(4)** The superintendent of public instruction shall continue approval of the established state professional organizations' enhanced endorsement programs **based on a 5-year review**.

~~(4)~~**(5)** Upon request of the superintendent of public instruction, an established state professional organization shall present a report of its enhanced endorsement preparation program descriptors and performance measures.

R 380.115 ~~Certificate enhanced endorsement.~~ **Rescinded.**

~~Rule 15. (1) The state board may approve an established state professional organization for the purpose of offering an advanced performance and impact based enhanced endorsement~~

~~to an administrator's certificate. Such enhanced endorsement programs shall meet all state board standards prior to approval being granted.~~

~~–(2) Upon completion of an approved enhanced endorsement program, the established state professional organization shall recommend the candidate, in the manner prescribed by the superintendent of public instruction, to the department for issuance of the endorsement to the administrator certificate.~~

~~–(3) An administrator certificate with an enhanced endorsement shall be valid for 10 years based on the issue date of the endorsement.~~