School Administrator Certificate

Persons employed **after January 4, 2010** whose primary responsibility is administering instructional programs must hold a valid School Administrator Certificate. This includes the following positions:

- Superintendent
- Principal
- Assistant Principal
- Chief Business Official

An individual hired as a school administrator **on or before January 4, 2010**, is not required to hold the Administrator Certificate for their current position. They must however meet the professional development requirements as described in the Administrative Certificate Renewal requirements.

A non-certified person who **was not** hired as an administrator on/or before January 4, 2010, may be hired to fill a school administrator position if the following requirements are met:

- The individual must, within 6 months of their hire date, enroll in a program leading to certification as a school administrator. Enrollment must be verified by the provider and include evidence of payment of enrollment fees.
- The program must be completed and certification must be issued within 3 years.
- No extensions are available.

Requirements for School Administrator Certification:

Building Level Administrator:

- Completion of an approved master's degree or higher in educational leadership or administration earned at any regionally accredited college or university.

Central Office Administrator:

- Possession of a master's or higher degree.
- Completion of at least 21 semester credit hours at the post-master's degree level earned at any regionally accredited college or university. The program must include advanced studies in K-12 school administration.

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