School Administrator Certificates

School administrators 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

**Requirements for standard 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.

Michigan approved School Administrator Certificate preparation programs can be found within the Michigan Department of Education’s searchable program database.

**Experience-Based School Administrator Certification:**

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 at this time. They must, however, meet and maintain the education-related professional learning requirements described in the School Administrator Certificate Renewal guidance document.

Beginning September 1, 2018 school administrators authorized and employed under the experience-based provision in Michigan Compiled Law (MCL) 380.1246(1)(a) will be required to hold the new Experience-Based School Administrator Certificate or obtain the School Administrator Permit.

Under MCL 380.1246(3) a non-certified person who was not hired as an administrator on/or before January 4, 2010 and does not hold the standard School Administrator Certificate, 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. Beginning September 1, 2018 administrators hired and employed without certification must obtain the School Administrator Permit while they meet the requirements MCL 380.1246(3).

Note: No extensions are available or provided for in law.