

DEPARTMENT OF EDUCATION  
~~DEPARTMENT LICENSING AND REGULATORY AFFAIRS~~  
MICHIGAN ADMINISTRATIVE HEARING SYSTEM  
SUPERINTENDENT OF PUBLIC INSTRUCTION  
SCHOOL ADMINISTRATOR CERTIFICATION CODE

Proposed Draft September 29, 2016

Filed with the Secretary of State on

These rules become effective immediately upon filing with the Secretary of State unless adopted under section 33, 44, or 45a(6) 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 sections 1246 and 1536 of 1976 PA 451, MCL 380.1246 and MCL 380.1536, and Executive Reorganization Order No. 1996-6, MCL 388.993)

R 380.102a, R 380.107a, R 380.111a, and R 380.114 of the Michigan Administrative Code are rescinded, and R 380.101, R 380.102, R 380.103, R 380.104, R 380.105, R 380.106, R 380.107, R 380.109, R 380.111, R 380.111b, R 380.112, R 380.116, R 380.121, R 380.123, R 380.124, and R 380.136 of the Code are amended 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 state, regional, regional, state or national approval accreditation for teacher or administrator education recognized by the United States department of education.~~ **"Alternate route school administrator preparation program" means a pathway to school administrator certification under R 380.105 offered by an approved provider that is an established state professional organization.**

(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.~~ **"Central office administrator" means 1 or both of the following:**

**(i) Superintendent of a school district.**

**(ii) An individual whose primary responsibility is administering instructional programs in a school district on a district-wide basis.**

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

September 29, 2016

- ~~(i) Elementary administrator.~~
- ~~(ii) Secondary administrator.~~
- ~~(iii) Central office administrator.~~
- ~~(d)~~ **"Department"** means the **Michigan** department of education.
- ~~(e) "Elementary school" means a school with a single grade or any combination of grades pre-kindergarten to 9.~~
- ~~(f) "Enhanced endorsement" means an administrator certificate that acknowledges the successful completion of an approved advanced performance and impact based educational leadership program.~~
- ~~(d)~~~~(g)~~ **"Established state professional organization"** means an association that has served members on a statewide basis for at least 10 years, as defined in section 1536 of 1976 PA 451, MCL 380.1536.
- ~~(h) "Grade level" means elementary or secondary grades.~~
- ~~(i) "Middle or junior high school" means a school with any combination of grades 5 to 9.~~
- ~~(j) "Nonpublic school" means a private, denominational, or parochial school, as defined in section 5(4) of 1976 PA 451, MCL 380.5(4).~~
- (e) "Listed offense" means as defined in section 1535a of 1976 PA 451, MCL 380.1535a.**
- (f) "Michigan professional education certificate" means a certificate issued under part 3 of the teacher certification code, R 390.1101 to R 390.1216.**
- ~~(g)~~~~(k)~~ **"Performance-based professional learning program"** means an approved program that requires the demonstration of knowledge, application, skills, behavior, and impact on improving leadership as measured by performance indicators.
- (h) "PK-12 building administrator" means 1 or more of the following:**
  - (i) Principal of a PK-12 school.**
  - (ii) Assistant principal of a PK-12 school.**
  - (iii) An individual whose primary responsibility is administering instructional programs in a PK-12 school.**
- (i) "PK-12 school" means a school with a single grade or any combination of grades from prekindergarten to grade 12.**
- (j) "Professional learning enhancement" means a school administrator certificate endorsement described in section 1536(5) of 1976 PA 451, MCL 380.1536(5), that is issued under R 380.111b.**
- (k) "Provider" means a regionally accredited college or university or a professional association that has an approved alternate route school administrator preparation program.**
- ~~(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.~~ **"Regionally accredited" means accredited by 1 of the regional accrediting agencies recognized and published by the council for higher education accreditation or its successor agency.**
- ~~(m) "Secondary school" means a school with any combination of grades 6 to 12~~ **"School administrator certificate endorsement" means the endorsement of a school administrator certificate for 1 or both of the following:**
  - (i) PK-12 building administrator.**
  - (ii) Central office administrator.**
- (n) "School administrator preparation program course of study" means the outline of courses required for completion of an approved school administrator preparation**

**program.**

(o)(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, 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 as defined in R 390.1101.

(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.

(p) "State board" means the **Michigan** state board of education

(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. **"State continuing education clock hours"** means hours of professional development issued through a process established and approved by the superintendent of public instruction.

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

**R 380.102 Persons eligible to hold administrator certificates Certificate and permit requirements for school administrators.**

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 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.

**(1) The following school administrator certificates may be issued under these rules:**

**(a) School administrator (1246(1)(a)) certificate.**

**(b) School administrator (1246(1)(b)) certificate.**

**(2) An individual who was employed by a school district in this state on or before January 4, 2010, as a superintendent, principal, assistant principal, other person whose primary responsibility was administering instructional programs, or chief business official must hold a school administrator (1246(1)(a)) certificate under R 380.103.**

**(3) An individual who was initially employed by a school district in this state after January 4, 2010, as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs must hold a valid Michigan school administrator (1246(1)(b)) certificate with the appropriate PK-12 building or central office endorsement under R 380.104, R 380.105, or R 380.106.**

**(4) A school district that employs a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs who does not hold a valid school administrator certificate with the appropriate endorsement under these rules must obtain a full-year school administrator substitute permit under R 380.116.**

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

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~~ **School administrator (1246(1)(a)) certificate.**

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 to grade 12.~~

~~(4) The certificate holder and the employer shall be familiar with the specific provisions regarding the validity of the various certificates. Subject to R 380.104(7), the superintendent of public instruction shall issue a school administrator (1246(1)(a)) certificate to an individual who was employed by a school district in this state on or before January 4, 2010, as a superintendent, principal, assistant principal, other person whose primary responsibility was administering instructional programs, or chief business official if, during the 5-year period immediately preceding the issuance of the certificate, the individual completed a combination of the following totaling 150 hours:~~

~~(a) Semester credit hours at a regionally accredited university or college relevant to professional development as a school administrator.~~

~~(b) State continuing education clock hours relevant to professional development as a school administrator.~~

~~(c) Michigan district provided professional development relevant to professional development as a school administrator.~~

~~(2) An individual who holds a valid Michigan professional education certificate shall be considered as meeting the continuing education requirements of subrule (1) of this rule.~~

R 380.104 ~~Certificate duration; expiration~~ **School administrator (1246(1)(b)) certificate and endorsements; Michigan traditional school administrator preparation program.**

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 certificate holder and the employer shall be familiar with the specific provisions regarding the expiration and requirements of the administrator certificates.~~ **A school administrator (1246(1)(b)) certificate with PK-12 building endorsement may be issued to an applicant who satisfies both of the following:**

**(a) Possession of a master's degree or higher from a regionally accredited college or university.**

**(b) Completion of an approved Michigan school administrator preparation program at least at the master's degree level, including at least 18 semester hours of graduate credit in PK-12 school administration.**

- (2) A school administrator (1246(1)(b)) certificate with central office endorsement may be issued to an applicant who satisfies both of the following:
- (a) Possession of a master's degree or higher from a regionally accredited college or university.
  - (b) Completion of at least 21 semester hours of credit at the post-master's degree level in an approved Michigan school administrator preparation program, including advanced studies in PK-12 district level school administration.
- (3) Credit completed in a Michigan approved school administrator preparation program for 1 level of endorsement under this rule shall apply toward an endorsement at the other level if the credit meets the approved program requirements.
- (4) An individual who completes a Michigan approved school administrator preparation program shall apply to the department for a school administrator (1246(1)(b)) certificate.
- (5) The Michigan approved school administrator preparation program provider shall recommend to the department that a school administrator (1246(1)(b)) certificate be issued to the applicant.
- (6) The department shall issue a school administrator (1246(1)(b)) certificate based on the recommendation of the Michigan approved school administrator preparation program provider.
- (7) The requirements of this rule do not apply to an individual who was employed by a school district in Michigan on or before January 4, 2010, as a superintendent, principal, assistant principal, other person whose primary responsibility was administering instructional programs, or chief business official and who holds an expired school administrator certificate on or before the effective date of the rule amendment that added this subrule. Such individual is eligible for a school administrator (1246(1)(b)) certificate if the continuing education requirements of R 380.103(1) are satisfied.

**R 380.105 ~~Application~~ School administrator (1246(1)(b)) certificate and endorsements; Michigan alternate route school administrator preparation program.**

~~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 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. A Michigan alternate route school administrator preparation program shall be offered by an established state professional organization and shall meet state board approved PK-12 building or central office standards.~~

(2) A candidate may be admitted to an approved Michigan alternate route school administrator preparation program to obtain a school administrator (1246(1)(b)) certificate and endorsement based on the assessment of a standards-based portfolio under either of the following categories:

- (a) Category 1: A candidate possesses a master's or higher degree from a regionally accredited college or university.
- (b) Category 2: A candidate possesses a baccalaureate degree from a regionally accredited college or university and has experience that meets at least 1 of the following during a minimum of 3 years:
  - (i) Successful experience as a PK-12 school administrator.

- (ii) **Successful experience as a central office school administrator.**
- (iii) **Management or leadership experience in a field or fields other than PK-12 or central office administration.**
- (3) **A candidate who is admitted under subrule (2)(a) or (b)(iii) of this rule to an approved Michigan alternate route school administrator preparation program shall complete a supervised internship as determined by the alternate provider's approved program.**
- (4) **A candidate who possesses successful and valid experience may be recommended for the school administrator (1246(1)(b)) certificate if the alternate route provider determines that all state board approved school administrator standards are met either by program completion or by passing a school administrator examination as approved by the superintendent of public instruction, and completion of a supervised internship if required by subrule (3) of this rule.**
- (5) **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.**
- (6) **All alternate route school administrator preparation program participants shall be supported by an assigned mentor or coach with expertise and school administrator experience.**
- (7) **An alternate route provider shall annually evaluate mentor or coach effectiveness.**
- (8) **An individual who completes a Michigan approved alternate route school administrator preparation program shall apply to the department for a school administrator (1246(1)(b)) certificate.**
- (9) **The Michigan approved alternate route school administrator preparation program provider shall recommend to the department that a school administrator (1246(1)(b)) certificate be issued to the applicant.**
- (10) **The department shall issue a school administrator (1246(1)(b)) certificate based on the recommendation of the Michigan approved alternate route school administrator preparation provider.**

R 380.106 ~~Out-of-state credit applicant for administrator's~~ **school administrator (1246(1)(b)) 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.~~

~~(2) The superintendent of public instruction may accept an administrator's~~ **a school administrator** certificate from another state or a foreign country as a basis for the issuance of a comparable ~~initial~~ Michigan **school administrator basic (1246(1)(b)) certificate**

~~(2)(3) The superintendent of public instruction 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.~~ **An applicant for a school administrator (1246(1)(b)) certificate who has completed an out-of-state school administrator preparation program shall present** to the department, ~~on official transcripts, directly from an accredited college or university~~ **evidence of state approval of the program.**

R 380.107 ~~Administrator's-Expiration of school administrator 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) Completion of an 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 limited to, a minimum of 18 semester hours of graduate credit, 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.~~

~~(3) Credit completed in an approved administrator preparation program for 1 level of administrator certification basic endorsement designation shall apply towards certification another level if the credit meets the approved program requirements. A school administrator certificate issued under these rules expires 5 years from June 30 of the calendar year it is issued.~~

**(2) A school administrator certificate holder and an employer must be familiar with the requirements and expiration date of the certificate.**

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

Rule 7a. (1) ~~The department shall recognize alternative pathways for school 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~~ **Renewal of school administrator certificate.**

Rule 9. (1) ~~An administrator's~~ **A school administrator** certificate shall be renewed upon the applicant's completion, ~~since the issuance of the most recent school administrator certificate or renewal,~~ **of a combination of the following totaling 150 hours, with 1 semester credit hour being equivalent to 25 hours of state continuing education clock hours or 25 hours of district provided professional development:**

~~(a) 6 semester~~ **Semester credit** hours of credit completed at any recognized **a regionally accredited** university, or college, or ~~Michigan community college,~~ **relevant to professional development as a school administrator.**

~~(b) or the equivalent in approved state~~ **State** continuing education **clock hours relevant to professional development as a school administrator.**

~~(c) Michigan district provided professional development relevant to professional development as a school administrator.~~ **Credit shall be towards an individual's professional development as an administrator under section 1246 of 1976 PA 451, MCL 380.1246, and R 380.1201. Credit completed out of state shall be through a 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.~~ **A school administrator who holds a valid Michigan professional education certificate shall be considered as meeting the requirements of subrule (1) of this rule.**

~~(3) Correspondence credit is not acceptable for meeting the requirements of an initial administrator's basic certificate or its renewal.~~ **An individual who holds an expired Michigan school administrator certificate and a valid out-of-state school administrator certificate and who has been employed as a school administrator within the validity of either certificate for at least 1 year in the immediately preceding 5-year period is eligible, upon application to the department, for one 5-year renewal of the Michigan school administrator certificate. The requirements of subrule (1) of this rule do not apply to the 1-time renewal under this subrule.**

~~(4) Credit earned toward renewing an administrator's certificate may be used for renewing a teaching certificate if it is consistent with 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~~ **School administrator preparation program providers; standards and 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 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. The superintendent of public instruction shall approve school administrator preparation program providers in accordance with state board approved standards.~~

~~(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. Continued approval of a school administrator preparation program by the superintendent of public instruction requires national accreditation of the preparation program provider by an accrediting body that is recognized by the United States Department of Education or a recommendation for approval to the superintendent of public instruction 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.~~ **Rescinded.**

~~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.~~

~~(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 administrator certificate~~

R 380.111b **Professional learning enhancement** ~~Established state professional organization; enhanced endorsement.~~

~~Rule 11b. (1) The state board department shall approve establish standards and procedures for reviewing approval of, and shall approve, established state professional organizations'~~

**performance-based professional learning** programs to prepare and recommend candidates for administrator advanced performance- and impact-based enhanced endorsements **that offer professional learning enhancements for issuance on school administrator certificates.** 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.

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

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

(3) **The department shall issue a professional learning enhancement on a school administrator certificate after the certificate holder's successful completion of an approved professional learning enhancement program.**

(4) **A professional learning enhancement on a school administrator certificate is valid for the period that the school administrator certificate is valid, including renewal periods.**

R 380.112 ~~Experimental~~ **Approved school administrator preparation program providers; experimental programs.**

Rule 12. (1) ~~The state board~~ **The superintendent of public instruction, at the request of an approved school administrator preparation program provider, may waive for a specific time any of the requirements in R 380.111 for an experimental school administrator preparation program. Upon adequate evidence, the state board may give continuing status to an experimental program of demonstrated excellence. Requests** **A request for such a waiver must provide sufficient detail to allow substantial scientifically based experimentation with preparation programs. A provider shall objectively evaluate and report on the effectiveness of the experiment for the specified time period. The superintendent of public instruction may give approval to continue an experimental program when evaluation data provide evidence of value** ~~an approved experimental program shall be made to the superintendent of public instruction.~~

(2) **An experimental program shall not waive specific legal requirements for candidates seeking school administrator certification.**

R 380.114 ~~Certificate specialty endorsement.~~ **Rescinded.**

Rule 14. (1) ~~The state board may approve an established state professional organization for the purpose of offering a performance-based specialty endorsement to an administrator's certificate. Specialty endorsement programs shall meet state board standards prior to approval being granted. Specialty endorsements may be offered in 1 or more of the following areas:~~

(i) ~~Leadership improvement framework endorsement.~~

- ~~(ii) School level specialty endorsement.~~
- ~~(iii) Central office specialty endorsement.~~
- ~~(iv) Superintendent specialty endorsement or other areas approved by the state board.~~
- ~~(2) Upon approval of the state board, an established state professional organization may recommend the addition of a specific recognized administrative function to the specialty endorsement as a designation of advanced preparation.~~
- ~~(3) Upon completion of an approved specialty endorsement program, an 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 specialty endorsement to an administrator certificate.~~

**R 380.116 Eligibility for employment; continuing education requirements Full-year school administrator permit.**

**Rule 16. (1) A school administrator who holds a valid administrator's basic certificate shall be considered to have met all continuing education requirements required under section 1246 of 1976 PA 451, MCL 380.1246 and R 380.1201. Upon application by a school district and payment of the appropriate fee, the superintendent of public instruction may issue an initial full-year school administrator substitute permit to the school district under this rule.**

**All of the following apply:**

- (a) A full-year school administrator substitute permit or renewal of a full-year school administrator substitute permit is issued to the superintendent or other school administrator, who shall apply for such substitute permit or renewal on behalf of the school district and who shall affirm under oath that the requirements for the requested substitute permit or renewal have been met. A full-year school administrator substitute permit shall not be requested by or issued to the individual for whom the permit is requested. The recommending superintendent or other school administrator receiving the permit or renewal shall hold it in order for the school district to employ the individual.**
  - (b) The school district shall certify that an appropriately certificated and endorsed school administrator is not available for the assignment.**
  - (c) The individual for whom the full-year school administrator substitute permit is requested shall have earned a bachelor's or higher degree at a regionally accredited college or university.**
  - (d) The employing school district shall assign a mentor to the individual.**
  - (e) A full-year school administrator substitute permit is valid for the school administrator position specified on the permit for the academic school year for which the permit is issued.**
  - (f) The fee for an approved full-year school administrator substitute permit must be paid prior to the first day the individual is in the assignment.**
  - (g) In addition to obtaining a full-year school administrator substitute permit under this rule for any other individual who is not appropriately certificated, a school district shall obtain a full-year school administrator substitute permit for a school administrator who is employed pursuant to section 1246(3) of 1976 PA 451, MCL 380.1246(3).**
- (2) Upon application by the employing school district and payment of the appropriate fee, the superintendent of public instruction may renew a full-year school administrator substitute permit under this rule not more than 3 times to place the same individual in the permitted assignment area. The following requirements apply at the time of the application for renewal:**

(a) For the first renewal, the employing school district shall present documentation of all of the following:

(i) A formal observation of the individual in the previous school year that resulted in a comprehensive evaluation rating of effective or highly effective.

(ii) The individual's enrollment in an approved school administrator preparation program within 6 months of employment.

(iii) The individual's presentation of a school administrator preparation program course of study to the employing school district.

(b) For each subsequent renewal, the employing school district shall present documentation from the approved school administrator preparation provider that the individual has made progress toward program completion as defined by the superintendent of public instruction.

(3) A full-year school administrator substitute permit or renewal is valid from the issue date to August 31 or the last day of the school district's academic year for which it is issued, whichever date comes first.

(4) Subject to subrule (6) of this rule, the superintendent of public instruction may refuse to grant, refuse to renew, or revoke a full-year school administrator substitute permit for the school year for which it is requested under this rule for 1 of the following reasons:

(a) Fraud, material misrepresentation, or concealment or omission of fact in the application for or the use of the full-year school administrator substitute permit.

(b) Conviction of the individual for whom the full-year school administrator substitute permit is requested for a crime described in section 1535a of 1976 PA 451, MCL 380.1535a.

(c) Failure to satisfy the requirements for the full-year school administrator substitute permit.

(5) The superintendent of public instruction may rescind a full-year school administrator substitute permit at the request of the employing school district.

(6) The superintendent of public instruction shall refuse to grant, refuse to renew, or revoke a full-year school administrator substitute permit if the individual for whom it is requested was convicted of a listed offense.

## PART 2. ADMINISTRATIVE HEARINGS

R 380.121 ~~Certificates; denial, Denial, suspension, or revocation of school administrator certificate; reinstatement.~~

Rule 21. (1) The superintendent of public instruction may refuse to grant, ~~or refuse to renew, or may suspend for a fixed term, or revoke, or may impose reasonable conditions on,~~ a school administrator certificate granted pursuant to these rules for the following reasons:

(a) Fraud, material misrepresentation, ~~or~~ concealment or omission of fact in the application for, or the use of a school administrator certificate.

(b) Conviction of ~~an offense listed~~ a crime described in section 1535a of 1976 PA 451, MCL 380.1535a ~~or MCL 380.1539b.~~

(2) The superintendent of public instruction may refuse to grant or renew a school administrator certificate for failure ~~or ineligibility~~ of the applicant to meet the ~~criteria~~ requirements for the applicable ~~certification~~ certificate. After notice and an opportunity to show compliance, the superintendent of public instruction may rescind, suspend, or revoke a school administrator certificate for failure of the holder to meet the requirements for the

certificate.

(3) **The superintendent of public instruction shall not deny, refuse to renew, suspend, or revoke** ~~A school administrator certificate shall not be denied, suspended, or revoked solely on the basis of a conviction; unless the superintendent of public instruction finds that the conviction is reasonably and adversely related to the person's individual's present fitness to serve in an elementary or secondary school as a school administrator in the this state or that the conviction demonstrates that the person individual is unfit to act as a school administrator in an elementary or secondary school in this state.~~ **For purposes of this subrule, conviction of a listed offense is reasonably and adversely related to the individual's present fitness to serve as a school administrator in this state and demonstrates that the individual is unfit to serve as a school administrator in this state.**

(4) A certified copy of the judgment of conviction and sentence is conclusive evidence of conviction of a crime ~~pursuant to~~ **described in section 1535a of 1976 PA 451, MCL 380.1535a or MCL 380.1539b.** **With the exception of a conviction of a listed offense, a** ~~A conviction of a crime listed described in MCL 380.1535a or MCL 380.1539b, that section or of a substantially similar crime in another state; is considered to be reasonably and adversely related to the ability of the person individual to serve in an elementary or secondary school as a school administrator and is sufficient grounds for refusal to grant, refusal to renew, suspension of, or revocation of the person's a school administrator certificate.~~ **For purposes of this subrule, conviction of a listed offense is reasonably and adversely related to the individual's present fitness to serve as a school administrator in this state and demonstrates that the individual is unfit to serve as a school administrator in this state.**

(5) **If the superintendent of public instruction refuses to grant, refuses to renew, suspends, or revokes a school administrator certificate under subrule (1)(b) of this rule, after** ~~After~~ the completion of ~~a person's the individual's~~ sentence and upon application and a showing of good cause, the superintendent of public instruction may grant a new or renewed **school administrator** certificate; or reinstate a suspended or revoked **school administrator** certificate. **This does not apply if the individual was convicted of a listed offense, in which case the superintendent of public instruction shall not grant a new or renewed school administrator certificate or reinstate a suspended or revoked certificate. If the individual was convicted of a crime described in section 1535a of 1976 PA 451, MCL 380.1535a, other than a listed offense, the** ~~The superintendent of public instruction shall not grant a new or renewed school administrator certificate or reinstate a person's an individual's school administrator certificate under this rule unless the superintendent of public instruction finds that the person individual is currently fit to serve in an elementary or secondary school as a school administrator in this state and that reinstatement of~~ **granting a new or renewed school administrator certificate or reinstating** the ~~person's~~ school administrator certificate will not adversely affect the health, safety, and welfare of ~~pupils~~ **students.**

R 380.123 Investigation.

Rule 23. The superintendent of public instruction shall designate an employee of the ~~Michigan department of education~~ to perform the investigatory and prosecutorial functions regarding cases pertaining to school administrator certification. Upon receipt of information ~~which~~ **that** may serve as the basis for refusal to grant, **refusal to renew, suspend suspension of, or revoke revocation of** a school administrator certificate, the designee of the superintendent of public instruction shall initiate an investigation of that information.

R 380.124 ~~Written charges; service; Notice of basis for action; notice of right to hearing; notice of opportunity~~ **informal conference** to show compliance; **referral for hearing**.

Rule 24. (1) ~~The designee of the superintendent of public instruction shall prepare and file written charges and shall serve a letter copy of notice of opportunity~~ **All of the following apply to action taken under R 380.121(1)(a) or (b) unless the individual was convicted of a listed offense:**

(a) **Not more than 7 calendar days after receiving notice that the applicant for or the holder of a school administrator certificate has been convicted of a crime described in section 1535a of 1976 PA 451, MCL 380.1535a, the department shall request from the court a certified copy of the judgment of conviction and sentence or other document regarding disposition of the case.**

(b) **Upon receipt of notice of a basis for action under R 380.121(1)(a), or not later than 10 business days after receiving documentation of a conviction under subdivision (a) of this subrule, the department shall notify the applicant or the holder of the certificate in writing of all of the following:**

(i) **Because of the conviction or because of the identified reason under R 380.121(1)(a), the school administrator certificate may be denied, suspended, or revoked.**

(ii) **The applicant or the holder of the school administrator certificate has the right to a hearing.**

(iii) **If a hearing is not requested within 15 business days after receipt of notice of the right to a hearing, the school administrator certificate will be denied or suspended.**

(iv) **If a hearing is requested within 15 business days after receipt of the notice, there will be an informal conference to show compliance to the school administrator in question and shall inform the school administrator of hearing rights under these rules.**

(c) **The notice under subdivision (b) of this subrule must include** ~~A complete a copy of the applicable statutes and rules and laws shall be furnished to the school administrator.~~

(d) ~~(2) Within~~ **Not later than 15 working business days of service after receipt of the notice of opportunity to show compliance under subdivision (b) of this subrule, a school administrator may file a request to show compliance the applicant or the holder of a school administrator certificate shall request a hearing. If the applicant or the holder does not timely request a hearing, the superintendent of public instruction shall deny the initial or renewed school administrator certificate or shall suspend the school administrator certificate.**

(e) **If the applicant or the holder of a school administrator certificate timely requests a hearing under subdivision (d) of this subrule, the department shall immediately notify the applicant or the holder of the date and time of an informal conference to show compliance. Unless otherwise agreed, the informal conference to show compliance shall be a telephone conference, unless otherwise specified, with an authorized representative of the superintendent of public instruction.**

(f) ~~(3)~~ **After the informal conference to show compliance and consideration of the evidence presented, the superintendent's designee may recommend referral of the matter to the Michigan administrative hearing system for** ~~, after considering the evidence presented, direct that a notice of hearing be issued or may recommend . If, after considering the evidence presented, the superintendent's designee recommends making a finding of compliance or entering into a written settlement of the matter. with the school administrator without a formal~~

~~hearing, the~~ **The** superintendent of public instruction shall approve, modify, or deny ~~the a~~ recommended action **finding of compliance or written settlement.**

**(g) If there is no finding of compliance or written settlement of the matter following the informal conference to show compliance, the department shall refer the case to the Michigan administrative hearing system for hearing.**

**(2) If action is taken by the superintendent of public instruction under R 380.121 based on a conviction of a listed offense, there is no right to request a hearing and the superintendent shall not reinstate a school administrator certificate.**

R 380.136 ~~Proposal for decision; action~~ **Action** by superintendent of public instruction **on proposal for decision.**

Rule 36. **(1)** The superintendent of public instruction may adopt, modify, or reverse ~~the a~~ proposal for decision **of the Michigan administrative hearing system** or **may** remand ~~the a~~ case to the ~~state office of administrative hearings and rules~~ **Michigan administrative hearing system** for further ~~findings of fact~~ **proceedings.**

**(2)** A party shall not directly or indirectly communicate with the superintendent of public instruction or ~~persons~~ **individuals** involved in the review of a proposal for decision, regarding issues of fact or law, except on notice and opportunity for all parties to participate, unless provided by law.