

School Administrator Certificates

As outlined in Michigan Compiled Law [MCL 380.1246](#) and School Administrator Certification Code, school administrators whose primary responsibility is to [administer instructional programs](#) must hold a valid Michigan School Administrator Certificate or work under a valid [School Administrator Permit](#).

The determination of whether a certificate is required depends not on the label assigned to an individual's position title, but on the nature of the position. Requiring a certificate for a person by title, would circumvent legislative intent.

Individuals Needing a Certificate:

In this case, one law MCL 380.1246 refers to another law MCL 380.1536 which addresses the development of a school administrator certificate for superintendents, school principals, assistant principals, and other administrators whose primary responsibility is administering instructional programs. There is no specific mention of chief business officials in MCL 380.1536.

Thus, the legislature has recognized three categories of school administrators for certification purposes:

1. Individuals who were employed in Michigan on or before January 4, 2010, as superintendents, as principals, as assistant principals, in positions whose primary responsibility was administering instructional programs, and as chief business officials. Those individuals must complete continuing education requirements.
2. Individuals employed in Michigan after January 4, 2010, as superintendents, as principals, as assistant principals, and in positions whose primary responsibility is administering instructional programs. In general, those individuals must hold school administrator certification under MCL 380.1536.
3. Individuals to whom neither MCL 380.1246(1)(a) nor MCL 380.1246(b) applies. Those individuals are not required to hold a school administrator certificate or to satisfy continuing education requirements. Included in this category is any individual who satisfies both of the following:
 - a) Not employed in Michigan on or before January 4, 2010, as a superintendent, as a principal, as an assistant principal, in a position whose primary responsibility was administering instructional programs, or as a chief business official.

- b) Not employed in Michigan after January 4, 2010, as a superintendent, as a principal, as an assistant principal, or in a position whose primary responsibility is administering instructional programs.

Thus, an individual who is currently employed as a chief business official, who was not employed in that position on January 4, 2010, and whose primary responsibility is not administering instructional programs is not required to hold school administrator certification or to satisfy continuing education requirements.

Program Requirements for a Standard School Administrator Certification:

There are various [pathways](#) for individuals to earn a Michigan administrative certificate including Traditional Routes, Alternative Routes, and meeting the Experience-Based Certification requirements. Certificate preparation programs can be found within the Michigan Department of Education's (MDE) [searchable program database](#).

Individuals seeking an Elementary & Secondary Administrator K-12 (ES) endorsement must:

1. Complete a master's degree or higher from a [regionally accredited college or university](#) and complete an approved school administrator preparation program.

Individuals seeking a Central Office (CO) Endorsement must:

1. Possess a master's degree or higher from a regionally accredited college or university.
2. Complete credit hours at the post-master's degree level in an approved preparation program and be recommended by the program provider.

Experience-Based School Administrator Certification:

Beginning September 1, 2018 school administrators in positions as defined by MCL 380.1246 will be required to hold a valid School Administrator Certificate, an [Experience-Based School Administrator Certificate](#), or work under a valid [School Administrator Permit](#).

Individuals who hold an expired School Administrator Certificate must renew their current certificate. Note: The Experience-Based School Administrator Certificates are not eligible for endorsements or enhancements in accordance with MCL 380.1536.

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:

1. The individual must, within 6 months of their hire date, enroll in an approved preparation program leading to certification as a school administrator. Enrollment must be verified by the provider and include evidence of payment of enrollment fees.
2. The program must be completed, and certification must be issued within 3 years.

Beginning September 1, 2018 administrators employed without certification must be placed under a [School Administrator Permit](#) obtained by the employing district.