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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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SUPERINTENDENT OF
PUBLIC INSTRUCTION

February 17, 2011

MEMORANDUM

TO: Local and Intermediate School District Superintendents and
Public School Academy Directors and Authorizers

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Requirements for Administrator Certification for Early Childhood
Education Programs

The Michigan Department of Education (MDE) distributed a memo regarding requirements for administrative certification on December 22, 2010. Page three of the memo, *Positions that Require Administrators to Hold Certification*, indicates that directors and assistant directors of early education services may require such certification if employed as school administrators after January 4, 2010.

There has been some confusion regarding requirements for administrators of early childhood education programs.

Clarification:

- For the purpose of this requirement, individuals who lead decision-making in program management, staffing, and supervision are considered to be directors or administrators. This definition excludes the early childhood specialist who primarily has responsibility for directing program evaluation activities. This definition also excludes a Great Start Readiness Program (GSRP) lead teacher who may concurrently hold the title of program director only for purposes of child care center licensing as required by the Department of Human Services.
- If a person was employed as a school administrator before January 4, 2010, and has not completed the continuing education requirements, he/she must hold a valid school administrator certificate or enroll in an approved program leading to certification as a school administrator. He/she has three years to complete certification requirements or the school district, public school

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academy (PSA), or intermediate school district (ISD) cannot continue to employ him/her as a school administrator.

- Early education services directors are required to have administrative certification if they supervise programs with staff members that are required to hold valid Michigan teaching certificates, such as the GSRP, Early Childhood Special Education, and Title I Preschool. This requirement does not apply to early education services directors who manage federally-funded Head Start programs because neither requirements nor funding flow through the MDE.
- An early education services director who supervises multiple programs, including at least one program that requires certification, must acquire the administrator certification.
- The local district, PSA, or ISD must determine whether the position includes administering instructional programs; e.g., after-school programs.
- This requirement does not apply to:
 - Early education services directors of tuition-based early childhood programs or before- and after-school child care.
 - School districts or PSAs that subcontract GSRP to a non-district entity.
 - Competitive (agency) GSRPs.

Questions regarding this requirement can be directed to Mr. Rajah Smart at (517) 335-6615 or smartr@mi.gov.

cc: Michigan Education Alliance