



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: June 4, 2020

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

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
Division of Educator, Student, and School Supports

SUBJECT: School Administrator Certification

In accordance with [Michigan Compiled Law \(MCL\) 388.1763](#), the Michigan Department of Education (MDE) has the responsibility to ensure appropriate certification is in place for school administrators. As this is a time of administrative hiring for superintendents, principals, and other administrators, MDE is sending this reminder of the school administrator certificate or permit requirement.

It is MDE's responsibility to issue state school aid deductions when a district employs noncertificated (or nonpermitted) educators. For this reason, MDE is reissuing guidance to avoid a lack of or lapse in appropriate certification. The following information is vital for the understanding of state law and [Administrative Rules](#) by education stakeholders when performing school administrator credential reviews.

All school administrators must have a Michigan School Administrator Certificate or a Michigan School Administrator Permit before employment.

All school administrator certificates must be maintained in the Michigan Online Certification System (MOECS). Employing districts must apply for a school administrator permit in MOECS when a school administrator does not hold the Michigan School Administrator Certificate in accordance with [MCL 380.1246](#).

School Administrators "Grandparented" Under MCL 380.1246(2)

- School administrators who have never been issued a Michigan School Administrator Certificate and are enacting the "grandparenting" provision must obtain an [Experience-Based School Administrator Certificate](#) prior to placement or to continue employment.
- School administrators who were previously issued a Michigan school administrator certificate must renew/maintain a valid certificate in MOECS to work as a school administrator in a Michigan school district. If an individual let the certification lapse, enacting the "grandparenting" provision, that certificate must now be renewed in accordance with [Administrative Rules](#).

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New School Administrators Hired Under MCL 380.1246(3)

An individual who does not hold a valid school administrator certificate may be hired to fill a school administrator position if the following requirements are met:

- The employing school district must obtain the school administrator permit to employ this individual. The permit must be applied for annually and is valid and renewable per law.
- Within six months of hire, the individual must 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 three years.

School Administrators Hired on an Interim Basis

Interim school administrators must have a valid Michigan school administrator certificate or a valid [school administrator permit](#) before hiring.

School Administrators Arriving from Other States

- An administrator transferring from outside of Michigan must have the appropriate Michigan school administrator credentials (certificate or permit) before hire.
- Out-of-state certificates may not be used in lieu of Michigan certificates.
- There is not a "grace period" that allows out-of-state transfers to work without Michigan licensure.
- The employing school district must obtain the [school administrator permit](#) to employ an individual without Michigan certification. The permit must be applied for annually and is valid and renewable per law.

Districts that choose to employ, or that otherwise err in employing, school administrators without a valid school administrator certificate or school administrator permit will be subject to a state aid deduction in accordance with [MCL 388.1763](#).

For additional information and guidance, refer to the following guidance documents:

- [School Administrator Certificates](#)
- [School Administrator Permit](#)
- [Department of Education memorandum Issued March 8, 2018](#)
- [Department of Education memorandum issued November 16, 2017](#)
- [Department of Education memorandum issued February 23, 2017](#)
- [Department of Education memorandum issued July 10, 2014](#)

For additional information, please contact the Office of Educator Excellence at MDE-EducatorHelp@Michigan.gov or 517-241-5000.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Directors