

# School Administrator Experience-Based Certificate

**Beginning September 1, 2018** Administrative Rules governing School Administrator Certification require all school administrators authorized under the experience-based, provision in Michigan Compiled Law [MCL 380.1246](#) to hold a valid Experience-Based School Administrator Certificate issued by the Michigan Department of Education. This certificate will:

1. Require demonstration of eligibility for the experience-based provision through evidence of employment as an administrator on or before January 4, 2010.
2. Require and authorize school administrators to maintain professional learning hours in MOECS for ease of tracking and certificate renewal.
3. Provide all school administrators who obtain the Experience-Based School Administrator Certificate a new five-year cycle on the continuing education requirement in law.
4. Not be eligible for endorsements or enhancements in accordance with [MCL 380.1536](#).
5. Ensure compliance with reporting required under [MCL 380.1535a](#).

## Legal Requirement

Michigan Compiled Law MCL 380.1246 requires school administrators to complete professional learning as a requirement for continued employment. The responsibility for compliance to employ administrators who meet requirements and maintain proper documentation of continued learning is incumbent upon the school district. The expiration of an Experience-Based School Administrator Certificate will indicate that the individual has not maintained the required Education-Related Professional Learning. This expiration will place the individual out-of-compliance with law and therefore the certificate will not be eligible for reinstatement.

## Effective/Implementation Date

The initial School Administrator Experience-Based Certificate for qualifying school administrators will be issued without a fee, from January 1, 2018 through September 1, 2018. Beginning September 2, 2018 an application processing fee of \$160 will be charged. Subsequent renewals will be consistent with [MCL 380.1538](#) and the certificate fee structure.

Administrators unable to meet these requirements and/or obtain a valid School Administrator Certificate before September 1, 2018 may be temporarily employed under the new [Administrator Permit](#).

Failure to employ a certified, or [permitted](#), individual may result in State Aid deduction. Submission of application alone does not constitute a valid certificate.