

Special Education Director/Supervisor: Administrator Certificate Requirements

Pursuant to Michigan Compiled Law (MCL) 380.1246 and in accordance with the memoranda* issued by the Michigan Department of Education list below, **an administrator of special education who is considered to be "administering instructional programs" must hold:**

- a. a valid administrator certificate; **AND**
- b. an [approval for director or supervisor of special education](#) through the Office of Special Education.

An administrator of special education is considered to be "**administering instructional programs**" if she/he has responsibility for aspects listed below:

- curriculum;
- district or school improvement plan design or implementation;
- instructional policies;
- executive-level reporting on academic progress to governing authority; **OR**
- supervision and evaluation of direct reports responsible for instruction.

Please refer to the February 23, 2017 [Definition of "Administering Instructional Programs" memo](#) for detailed information about each area.

Information about administrator certification requirements can be found within the [Standard School Administrator Certificate](#) guidance document. School districts must apply for a [School Administrator Permit](#) if the individual is not yet qualified for an administrator certificate.

***Memoranda**

- [New School Administrator Permit Availability](#) on August 16, 2018;
- [Definition of "Administering Instructional Programs"](#) on February 23, 2017; and
- [Requirement for Administrator Certificate](#) on December 22, 2010.