

DEPARTMENT OF EDUCATION
SUPERINTENDENT OF PUBLIC INSTRUCTION
SCHOOL ADMINISTRATOR CERTIFICATION CODE

(By authority conferred on the superintendent of public instruction by sections 1246 and 1536 of the revised school code, 1976 PA 451, MCL 380.1246 and 380.1536, and Executive Reorganization Order No. 1996-6, MCL 388.993)

R 380.101 Definitions.

Rule 1. As used in this code:

(a) "Alternative route school administrator preparation program" means a pathway to school administrator certification under R 380.105 offered by an approved provider that is an established state professional organization.

(b) "Annual district provided professional development" means that term as defined in R 390.1101.

(c) "Central office administrator" means 1 or both of the following:

(i) Superintendent of a school district.

(ii) An individual whose primary responsibility is administering instructional programs in a school district on a district-wide basis.

(d) "Department" means the Michigan department of education.

(e) "Education-related professional learning" means an educational opportunity intended to improve a school administrator's practice and capacity to perform the work within the profession of education, including time spent engaging with local employers or technical centers, that is 1 or more of the following:

(i) Satisfactory college semester credit hours relevant to professional development as a school administrator at a regionally accredited college or university, with 1 semester credit hour being equivalent to 25 education-related professional learning hours.

(ii) State continuing education clock hours relevant to professional development as a school administrator.

(iii) Michigan annual district provided professional development hours relevant to professional development as a school administrator.

(f) "Established state professional organization" means that term as defined in section 1536 of the revised school code, 1976 PA 451, MCL 380.1536.

(g) "Listed offense" means that term as defined in section 1535a of the revised school code, 1976 PA 451, MCL 380.1535a.

(h) "Michigan professional teaching certificate" means a certificate issued under part 3 of the teacher certification code, R 390.1133 to R 390.1138.

(i) "Performance-based professional learning program" means an approved program that requires the demonstration of knowledge, application, skills, behavior, and impact on improving leadership as measured by performance indicators.

(j) "PK-12 building administrator" means 1 or more of the following:

(i) Principal of a PK-12 school.

(ii) Assistant principal of a PK-12 school.

(iii) An individual whose primary responsibility is administering instructional programs in a PK-12 school.

(k) "PK-12 school" means a school with a single grade or any combination of grades from prekindergarten to grade 12.

(l) "Professional learning enhancement" means a school administrator certificate endorsement described in section 1536(5) of the revised school code, 1976 PA 451, MCL 380.1536, that the superintendent of public instruction issues under R 380.111b.

(m) "Provider" means a regionally accredited college or university or a professional association that has an approved alternative route school administrator preparation program.

(n) "Regionally accredited" means accredited by 1 of the regional accrediting agencies recognized and published by the Council for Higher Education Accreditation or its successor agency.

(o) "School administrator certificate endorsement" means the endorsement of a school administrator certificate for 1 or both of the following:

(i) PK-12 building administrator.

(ii) Central office administrator.

(p) "School administrator preparation program course of study" means the outline of courses required for completion of an approved school administrator preparation program.

(q) "School district" means that term as defined in R 390.1101.

(r) "State board" means the Michigan state board of education.

(s) "State continuing education clock hours" means hours of professional development issued through a process established and approved by the superintendent of public instruction.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.102 Certificate and permit requirements for school administrators.

Rule 2. (1) The superintendent of public instruction may issue the following school administrator certificates under this code:

(a) School administrator (1246(1)(a)) certificate.

(b) School administrator (1246(1)(b)) certificate.

(2) An individual employed by a school district in this state on or before January 4, 2010, as a superintendent, principal, assistant principal, or other person whose primary responsibility was administering instructional programs shall hold a valid school administrator (1246(1)(a)) certificate under R 380.103.

(3) An individual initially employed by a school district in this state after January 4, 2010, as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs shall hold a valid Michigan school administrator (1246(1)(b)) certificate with the appropriate PK-12 building or central office endorsement under R 380.104, R 380.105, or R 380.106.

(4) A school district that employs a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs who does not hold a valid school administrator certificate with the appropriate endorsement under this code shall obtain a school administrator substitute permit under R 380.116.

History: 1988 AACS; 2008 AACS; 2012 AACS; 2017 AACS; 2019 AACS.

R 380.102a Rescinded.

History: 2012 AACS; 2017 AACS.

R 380.103 School administrator (1246(1)(a)) certificate.

Rule 3. (1) The superintendent of public instruction may issue a school administrator (1246(1)(a)) certificate to an applicant based on evidence of employment by a school district in this state on or before January 4, 2010, as a superintendent, principal, assistant principal, or other person whose primary responsibility was administering instructional programs if, during the 5-year period immediately preceding the issuance of the certificate, the individual completed any combination of education-related professional learning hours, as defined in R 380.101, totaling 150 hours.

(2) Holding a valid Michigan professional teaching certificate satisfies the continuing education requirements of subrule (1) of this rule.

History: 1988 AACS; 2008 AACS; 2012 AACS; 2017 AACS; 2019 AACS.

R 380.104 School administrator (1246(1) (b)) certificate and endorsements; Michigan traditional school administrator preparation program.

Rule 4. (1) The superintendent of public instruction may issue a school administrator (1246(1) (b)) certificate with PK-12 building endorsement to an applicant who satisfies both of the following:

(a) Possession of a master's degree or higher from a regionally accredited college or university.

(b) Completion of a Michigan approved school administrator preparation program at least at the master's degree level, including at least 18 semester hours of graduate credit in PK-12 school administration.

(2) The superintendent of public instruction may issue a school administrator (1246(1)(b)) certificate with central office endorsement to an applicant who satisfies both of the following:

(a) Possession of a master's degree or higher from a regionally accredited college or university.

(b) Completion of at least 21 semester hours of credit at the post-master's degree level in a Michigan approved school administrator preparation program, including advanced studies in PK-12 district level school administration.

(3) Credit completed in a Michigan approved school administrator preparation program for 1 level of endorsement under this rule applies toward an endorsement at the other level if the credit meets the approved program requirements.

(4) An individual who completes a Michigan approved school administrator preparation program shall apply to the department for a school administrator (1246(1)(b)) certificate.

(5) The Michigan approved school administrator preparation program provider shall recommend that the superintendent of public instruction issue a school administrator (1246(1)(b)) certificate to the applicant.

(6) The superintendent of public instruction may issue a school administrator (1246(1)(b)) certificate based on the recommendation of the Michigan approved school administrator preparation program provider.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.105 School administrator (1246(1)(b)) certificate and endorsements; Michigan alternative route school administrator preparation program.

Rule 5. (1) Only an established state professional organization may offer a Michigan alternative route school administrator preparation program and all such programs shall meet state board approved PK-12 building or central office standards.

(2) A Michigan approved alternative route school administrator preparation program may admit a candidate to obtain a school administrator (1246(1)(b)) certificate and endorsement based on the assessment of a standards-based portfolio under either of the following categories:

(a) Category 1: A candidate possesses a master's or higher degree from a regionally accredited college or university.

(b) Category 2: A candidate possesses a baccalaureate degree from a regionally accredited college or university and has experience that meets at least 1 of the following during a minimum of 3 years:

(i) Successful experience as a PK-12 school administrator.

(ii) Successful experience as a central office school administrator.

(iii) Management or leadership experience in a field or fields other than PK-12 or central office administration.

(3) A candidate admitted under subrule (2)(a) or (b)(iii) of this rule to a Michigan approved alternative route school administrator preparation program shall complete a supervised internship as determined by the alternative route provider's approved program.

(4) An alternative route provider may recommend a candidate who possesses successful and valid experience for the school administrator (1246(1)(b)) certificate if the alternative route provider determines that the candidate meets all state board approved school administrator standards either by program completion or by passing a school administrator examination as approved by the superintendent of public instruction, and that the candidate completed a supervised internship if required by subrule (3) of this rule.

(5) A candidate who does not meet all state board approved standards upon review of experience shall complete additional preparation based on the alternative route provider's assessment of the standards-based portfolio and an individualized professional development plan.

(6) An assigned mentor or coach with expertise and school administrator experience shall support an alternative route school administrator preparation program participant.

(7) An alternative route provider shall annually evaluate mentor or coach effectiveness.

(8) An individual who completes a Michigan approved alternative route school administrator preparation program shall apply to the department for a school administrator (1246(1)(b)) certificate.

(9) The Michigan approved alternative route school administrator preparation program provider shall recommend that the superintendent of public instruction issue a school administrator (1246(1)(b)) certificate to the applicant.

(10) The superintendent of public instruction may issue a school administrator (1246(1)(b)) certificate based on the recommendation of the Michigan approved alternative route school administrator preparation program provider.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.106 Out-of-state applicant for school administrator (1246(1)(b)) certificate.

Rule 6. (1) The superintendent of public instruction may accept a school administrator certificate from another state or a foreign country as a basis for issuance to an applicant of a comparable Michigan school administrator (1246(1)(b)) certificate.

(2) An applicant for a school administrator (1246(1)(b)) certificate who has completed an out-of-state school administrator preparation program shall present to the department evidence of state approval of the program.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.107 Expiration of school administrator certificate.

Rule 7. (1) A school administrator certificate issued under this code expires 5 years from June 30 of the calendar year of issuance.

(2) A school administrator certificate holder and an employer shall be familiar with the requirements and expiration date of the certificate.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.107a Rescinded.

History: 2012 AACCS; 2017 AACCS.

R 380.108 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.109 Renewal of school administrator certificate.

Rule 9. (1) The superintendent of public instruction may renew a school administrator certificate upon the applicant's completion, since the issuance of the most recent school administrator certificate or renewal, of any combination of education-related professional learning hours, as defined in R 380.101, totaling 150 hours.

(2) Holding a valid Michigan professional teaching certificate satisfies the requirements of subrule (1) of this rule.

(3) An individual who holds an expired Michigan school administrator certificate and a valid out-of-state school administrator certificate is eligible, upon application to the department, for one 5-year renewal of the Michigan school administrator certificate. The requirements of subrule (1) of this rule do not apply to the 1-time renewal under this

subrule.

(4) A school administrator certificate renewal issued under this rule expires 5 years from June 30 of the calendar year of issuance.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.110 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.111 School administrator preparation program providers; standards and approval.

Rule 11. (1) The state board shall approve standards for reviewing school administrator preparation programs.

(2) The superintendent of public instruction shall approve school administrator preparation program providers in accordance with state board approved standards.

(3) Continued approval of a school administrator preparation program by the superintendent of public instruction requires national accreditation of the preparation program provider by an accrediting body recognized by the United States Department of Education or a recommendation for approval to the superintendent of public instruction from a state review process.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.111a Rescinded.

History: 2008 AACCS; 2012 AACCS; 2017 AACCS.

R 380.111b Professional learning enhancement.

Rule 11b. (1) The department shall establish standards for approval of, and shall approve, established state professional organizations' performance-based professional learning programs that offer professional learning enhancements for issuance on school administrator certificates.

(2) Upon request of the superintendent of public instruction, an established state professional organization shall present to the department evidence of the program descriptors and performance measures of its professional learning enhancement program.

(3) The superintendent of public instruction may issue a professional learning enhancement on a school administrator certificate after the certificate holder's successful completion of an approved professional learning enhancement program.

(4) A professional learning enhancement on a school administrator certificate is valid for the period that the school administrator certificate is valid, including renewal periods.

History: 2008 AACCS; 2012 AACCS; 2017 AACCS; 2019 AACCS.

R 380.112 Approved school administrator preparation program providers; experimental programs.

Rule 12. The superintendent of public instruction, at the request of an approved school administrator preparation program provider, may waive for a specific time particular requirements of this code for an experimental school administrator preparation program. The request must provide sufficient detail to allow assessment of the proposed experimental program and comparison with the provider's approved program. If the superintendent of public instruction grants the request, the provider shall objectively evaluate and report to the department on the effectiveness of the experiment for the time period of the waiver. The superintendent of public instruction may renew the waiver if evaluation data provide evidence of value.

History: 1988 AACCS; 2008 AACCS; 2017 AACCS; 2019 AACCS.

R 380.113 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.114 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2017 AACCS.

R 380.115 Rescinded.

History: 2008 AACCS; 2012 AACCS.

R 380.116 School administrator substitute permit.

Rule 16. (1) The superintendent of public instruction may issue an initial school administrator substitute permit to a school district under this rule only if all of the following apply:

(a) The individual who applies for the permit on behalf of the school district is not the individual whom the school district will employ under the permit.

(b) The school district certifies that an appropriately certificated and endorsed school administrator is not available for the assignment.

(c) The individual whom the school district will employ under the permit earned a baccalaureate or higher degree at a regionally accredited college or university.

(d) The school district assigns a mentor to the individual whom it will employ under the permit.

(e) The department receives the fee for an approved permit prior to the first day the individual is in the assignment.

(2) In addition to obtaining a school administrator substitute permit under this rule for any other individual who is not appropriately certificated, a school district shall obtain a school administrator substitute permit for a school administrator employed under section 1246(3)

of the revised school code, 1976 PA 451, MCL 380.1246.

(3) Upon application by the employing school district and payment of the appropriate fee, the superintendent of public instruction may renew a school administrator substitute permit under this rule not more than 3 times to place the same individual in the permitted assignment area. The following requirements apply at the time of the application for renewal:

(a) For the first renewal, the employing school district shall certify all of the following:

(i) A formal observation of the individual in the previous school year resulted in a comprehensive evaluation rating of effective or highly effective.

(ii) The individual enrolled in an approved school administrator preparation program within 6 months of employment.

(iii) The individual presented a school administrator preparation program course of study to the employing school district.

(b) For each subsequent renewal, the employing school district shall certify that the individual has made progress toward program completion as defined by the superintendent of public instruction.

(4) Subject to section 1246(3) of the revised school code, 1976 PA 451, MCL 380.1246, a school administrator substitute permit or renewal is valid from the issue date to the end of the academic school year specified on the permit.

(5) Subject to subrule (7) of this rule, the superintendent of public instruction may refuse to grant, refuse to renew, or revoke a school administrator substitute permit under this rule for 1 of the following reasons:

(a) Fraud, material misrepresentation, or concealment or omission of fact in the application for or the use of the permit.

(b) Conviction of the individual for whom a school district requests the permit for a crime described in section 1535a of the revised school code, 1976 PA 451, MCL 380.1535a.

(c) Failure to satisfy the requirements for the permit.

(6) The superintendent of public instruction may rescind a school administrator substitute permit at the request of the employing school district.

(7) The superintendent of public instruction shall refuse to grant, refuse to renew, or revoke a school administrator substitute permit if the criminal history of the individual for whom a school district requests it includes conviction of a listed offense.

History: 2008 AACCS; 2017 AACCS; 2019 AACCS.

R 380.121 Denial, suspension, or revocation of school administrator certificate.

Rule 21. (1) The superintendent of public instruction may refuse to grant, refuse to renew, suspend, revoke, or impose reasonable conditions on a school administrator certificate for the following reasons:

(a) Fraud, material misrepresentation, or concealment or omission of fact in the application for or the use of a school administrator certificate.

(b) Conviction of a crime described in section 1535a or 1539b of the revised school code, 1976 PA 451, MCL 380.1535a and 380.1539b.

(2) The superintendent of public instruction may refuse to grant or renew a school administrator certificate for failure of the applicant to meet the requirements for the

certificate. After notice and an opportunity for a hearing, which the holder shall request within 15 business days after receipt of the notice, the superintendent of public instruction may rescind, suspend, or revoke a school administrator certificate for failure of the holder to meet the requirements for the certificate. If the holder does not timely request a hearing, the superintendent of public instruction shall rescind, suspend, or revoke the school administrator certificate.

History: 1988 AACCS; 2008 AACCS; 2017 AACCS; 2019 AACCS.

R 380.122 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.123 Investigation.

Rule 23. The superintendent of public instruction shall designate an employee of the department to perform the investigatory and prosecutorial functions regarding cases pertaining to school administrator certification. Upon receipt of information that may serve as the basis for refusal to grant, refusal to renew, suspension of, or revocation of a school administrator certificate, the designee of the superintendent of public instruction shall initiate an investigation of that information.

History: 1988 AACCS; 2008 AACCS; 2017 AACCS.

R 380.124 Notice of basis for action; notice of right to hearing; informal conference to show compliance; referral for hearing.

Rule 24. Subject to summary suspension under section 1535a(2) or 1539b(2) of the revised school code, 1976 PA 451, MCL 380.1535a and 380.1539b, all of the following apply to action taken under R 380.121(1)(a) or (b):

(a) Not more than 7 calendar days after receiving notice that the criminal history of an applicant for or the holder of a school administrator certificate includes conviction of a crime described in section 1535a or 1539b of the revised school code, 1976 PA 451, MCL 380.1535a and 380.1539b, the department shall request from the court a certified copy of the judgment of conviction and sentence or other document regarding disposition of the case.

(b) Upon receipt of notice of a basis for action under R 380.121(1)(a), or not later than 10 business days after receiving documentation of a conviction under subdivision (a) of this rule, the department shall notify the applicant for or the holder of the school administrator certificate in writing of all of the following:

(i) Because of the conviction or because of the identified reason under R 380.121(1)(a), the superintendent of public instruction may deny, suspend, or revoke the school administrator certificate.

(ii) The applicant or the holder has the right to a hearing.

(iii) If the applicant or the holder does not request a hearing within 15 business days after receipt of notice of the right to a hearing, the superintendent of public instruction will deny or suspend the school administrator certificate.

(iv) If the applicant or the holder requests a hearing within 15 business days after receipt of the notice, there will be an informal conference to show compliance.

(c) The notice under subdivision (b) of this rule must include a copy of applicable statutes and rules.

(d) Not later than 15 business days after receipt of the notice under subdivision (b) of this rule, the applicant for or the holder of a school administrator certificate shall request a hearing. If the applicant or the holder does not timely request a hearing, the superintendent of public instruction shall deny the initial or renewed school administrator certificate or shall suspend the school administrator certificate.

(e) If the applicant for or the holder of a school administrator certificate timely requests a hearing under subdivision (d) of this rule, the department shall immediately notify the applicant or the holder of the date and time of an informal conference to show compliance. Unless otherwise agreed, the informal conference to show compliance is a telephone conference with an authorized representative of the superintendent of public instruction.

(f) After the informal conference to show compliance and consideration of the evidence presented, the superintendent's designee may recommend referral of the matter to the Michigan administrative hearing system for hearing or may recommend a finding of compliance or a written settlement of the matter. The superintendent of public instruction shall approve, modify, or deny a recommended finding of compliance or written settlement.

(g) If there is no finding of compliance or written settlement of the matter following the informal conference to show compliance, the department shall refer the case to the Michigan administrative hearing system for hearing.

History: 1988 AACCS; 2008 AACCS; 2017 AACCS; 2019 AACCS.

R 380.125 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.126 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2015 AACCS.

R 380.127 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2015 AACCS.

R 380.128 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2015 AACCS.

R 380.129 Rescinded.

History: 1988 AACS; 2008 AACS.; 2015 AACS.

R 380.130 Rescinded.

History: 1988 AACS; 2008 AACS.

R 380.131 Rescinded.

History: 1988 AACS; 2008 AACS.

R 380.132 Rescinded.

History: 1988 AACS; 2008 AACS; 2015 AACS.

R 380.133 Rescinded.

History: 1988 AACS; 2008 AACS; 2015 AACS.

R 380.134 Rescinded.

History: 1988 AACS; 2008 AACS; 2015 AACS.

R 380.135 Rescinded.

History: 1988 AACS; 2008 AACS.

R 380.136 Action by superintendent of public instruction on proposal for decision.

Rule 36. (1) The superintendent of public instruction may adopt, modify, or reverse a proposal for decision of the Michigan administrative hearing system or may remand a case to the Michigan administrative hearing system for further proceedings.

(2) A party shall not directly or indirectly communicate with the superintendent of public instruction or individuals involved in the review of a proposal for decision regarding issues of fact or law except on notice and opportunity for all parties to participate, unless provided by law.

History: 1988 AACS; 2008 AACS; 2017 AACS.