

## FREQUENTLY ASKED QUESTIONS REGARDING SCHOOL ADMINISTRATOR CONTINUING EDUCATION CREDIT

1. What are the continuing education requirements for school administrators?

Within a 5-calendar-year period, School Administrators must complete either 6-semester credit hours or 18 State Board continuing education credits, or a combination of the two with 3 SB-CEUs being equivalent to 1 semester hour).

2. When does the 5-calendar-year time period begin?

Under current Michigan law, the continuing education mandate is an employability requirement. This means that a new administrator must have completed the 6-semester hours or 18 SB-CEUs in the 5-year period prior to employment as a school administrator. Those administrators who were employed when the continuing education rule was implemented in 1999 and did not possess a valid administrative certificate, the 5-year cycle began in 1999. This means that these administrators must complete the 6-semester hours or 18 SB-CEUs by June 30, 2004. Those administrators whose certificates expired in 2000 or 2001 have 5 years from the expiration year to complete the 6-semester hours or 18 SB-CEUs.

3. Who has to meet this requirement?

Superintendents, assistant superintendents, principals, assistant principals, chief business officials, and any other administrator whose primary responsibility is administering instructional programs.

4. What kind of college credit meets the requirement?

The credit does not have to be in education, but should be significant to the person as quality and relevant professional development. It can be graduate or undergraduate credit taken at a Community College (as long as it's in-state), at a 4-year institution, taken on-line or out of state if through an accredited institution.

5. Can I be fired if I don't fulfill the requirement?

Section 163(1) of the School Code of 1976 states, "the board of a district or intermediate district shall not permit any of the following:

(c) A noncertificated (**unqualified**) administrator to be employed as a superintendent, principal, or assistant principal, or in any other position in which the primary responsibility of the administrator is supervising instructional programs.

(d) A noncertificated (**unqualified**) chief business official to be employed as a chief business official.

(2) Except as provided in the School Code of 1976, a district or intermediate district employing teachers, counselors, or administrators not legally certificated (**qualified**) shall have deducted the sum equal to the amount paid the teachers, counselors, or administrators for the period of noncertificated or illegal employment. Each intermediate superintendent shall notify the department of the name of the noncertificated (**unqualified**) teacher, counselor, or administrator and the district employing that individual and the amount of salary

the noncertificated (**unqualified**) teacher, counselor, or administrator was paid within a constituent district.

(3) If a school official is notified by the department that he or she is employing a nonapproved noncertificated (**unqualified**) teacher, counselor, or administrator, in violation of this section and knowingly continues to employ that teacher, counselor, or administrator, the school official is guilty of a misdemeanor, punishable by a fine of \$1,500.00 for each incidence.”

(M.C.L. § 388.1763 – Sec. 163 of Act 207 of P.A. 1990)

6. So what effect will Senate Bill 1073 (2004) have on potential administrators?

If passed, the continuing education requirement to be eligible for employment would be eliminated. This means that new administrators who may not be aware of the requirement can be recruited and employed by local districts. The department will inform those impacted by any revisions.

7. If I became an administrator in Michigan for the first time in 2000, when must I fulfill the requirement?

You have until June 30, 2005, to meet the requirement.

8. If I had held an administrator certificate that expired June 30, 1999, and I haven't been able to fulfill the requirement by June 30, 2004, can I get an extension or an exception?

The continuing education requirement cannot be waived or extended. It is not the department's intent to be punitive, rather to assure compliance with section 1246.

9. Why are chief business officials required to be in compliance and Athletic Directors and Human Resources Directors are not?

Chief business officials are specifically mentioned in section 1246. Athletic directors and human resource directors are not responsible for administering instructional programs.

10. Should the continuing education information be sent to the department?

No. It should be maintained on the form “Record of Continuing Education Credit for School Administrators” along with supporting evidence i.e. transcripts for semester hours and copies of certificates of participation for SB-CEUs in the Human Resources Office. That is where the MDE monitor would review it. The MDE encourages administrators to keep updated copies of their “Record” for themselves as well. The “Record” form can be downloaded from the MDE website at: [www.michigan.gov/mde](http://www.michigan.gov/mde). Click on Educators on the left, then click on Professional Preparation and look to the right under “Current Updates” and the form is the 4<sup>th</sup> listing.

11. Can I use the same credit to fulfill the Administrator continuing education requirement that I use to fulfill the renewal of my Professional Educator certificate?

Yes. Just be careful that the credit falls after July 1<sup>st</sup> of the first year of your current 5-year cycle and, of course, is completed before June 30 of the last year in that cycle.