



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

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STATE SUPERINTENDENT

MEMORANDUM

DATE: March 8, 2018

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

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent 
Division of Educator, Student, and School Supports (DESSS)

SUBJECT: School Administrator Certification and Chief Business Officials

The Department of Education has received questions from stakeholders regarding school administrator certification requirements for individuals employed by school districts, public school academies, and intermediate school districts as chief business officials. The purpose of this memorandum is to provide guidance on that issue and to address school administrator certification in general.

MCL 380.1246 addresses school administrator certification requirements. The statute provides in its entirety as follows and the sole references to chief business officials are highlighted:

(1) A school district, public school academy, or intermediate school district shall not continue to employ a person as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs or as a chief business official unless the person meets 1 or more of the following requirements, as applicable:

(a) For a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs, or a chief business official, who was employed as a school administrator in this state on or before the effective date of the amendatory act that added this subdivision [i.e., January 4, 2010], has completed the continuing education requirements prescribed by rule under subsection (2).

(b) Subject to subsection (3), for a superintendent, principal, assistant principal, or other person whose primary responsibility is administering

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instructional programs and who is initially employed as a school administrator in this state after the effective date of the amendatory act that added this subdivision, possesses a valid Michigan school administrator's certificate issued under section 1536.

(2) The superintendent of public instruction shall promulgate rules **establishing continuing education requirements as a condition for continued employment for persons described in subsection (1)(a). The rules shall prescribe a minimum amount of continuing education that shall be completed within 5 years after initial employment and shall be completed each subsequent 5-year period to meet the requirements of subsection (1)(a) for continued employment.**

(3) A school district, public school academy, or intermediate school district may employ as a superintendent, principal, assistant principal, or other person whose primary responsibility is administering instructional programs a person who is enrolled in a program leading to certification as a school administrator under section 1536 not later than 6 months after he or she begins the employment. A person employed as a school administrator pursuant to this subsection has 3 years to meet the certification requirements of section 1536, or the school district, public school academy, or intermediate school district shall not continue to employ the person as a school administrator described in this subsection. (Emphasis added.)

MCL 380.1246 refers to MCL 380.1536, which addresses the development of a school administrator certificate for superintendents, school principals, assistant principals, and other administrators whose primary responsibility is administering instructional programs. There is no specific mention of chief business officials in MCL 380.1536. Thus, the legislature has recognized three categories of school administrators for certification purposes:

1. Individuals who were employed in Michigan on or before January 4, 2010, as superintendents, as principals, as assistant principals, in positions whose primary responsibility was administering instructional programs, and as chief business officials. Those individuals must complete continuing education requirements.
2. Individuals employed in Michigan after January 4, 2010, as superintendents, as principals, as assistant principals, and in positions whose primary responsibility is administering instructional programs. In general, those individuals must hold school administrator certification under MCL 380.1536.
3. Individuals to whom neither MCL 380.1246(1)(a) nor MCL 380.1246(b) applies. Those individuals are not required to hold a school administrator certificate or to satisfy continuing education requirements. Included in this category is any individual who satisfies both of the following:

- a) Not employed in Michigan on or before January 4, 2010, as a superintendent, as a principal, as an assistant principal, in a position whose primary responsibility was administering instructional programs, or as a chief business official.
- b) Not employed in Michigan after January 4, 2010, as a superintendent, as a principal, as an assistant principal, or in a position whose primary responsibility is administering instructional programs.

Thus, an individual who is currently employed as a chief business official, who was not employed in that position on January 4, 2010, and whose primary responsibility is not administering instructional programs is not required to hold school administrator certification or to satisfy continuing education requirements. The School Administrator Code was amended effective November 15, 2017, to align with the statutory requirements. Here is a link to the administrative rules as amended.

http://dmbinternet.state.mi.us/DMB/ORRDocs/AdminCode/1640_2016-032ED_AdminCode.pdf

Rule 380.102 describes the new "1246(1)(a) certificate" that is given to individuals who are in the first of the three categories described above. Issuance of a "1246(1)(a) certificate" enables the Department of Education to track the statutorily required continuing education hours of individuals who are in the first category. The continuing education requirements are found in Rules 380.103 and 380.109. Rule 380.102 also describes the "1246(1)(b) certificate" that is issued under MCL 380.1536 to individuals who are in the second of the three categories.

For further information and guidance, see the following memoranda:

- Department of Education memorandum issued November 16, 2017 (Revised Administrative Rules)
http://www.michigan.gov/documents/mde/Rules_Changes_606178_7.pdf
- Department of Education memorandum issued February 23, 2017 (Definition of "Administering Instructional Programs")
http://www.michigan.gov/documents/mde/Administering_Instructional_Programs_552657_7.pdf
- Department of Education memorandum issued July 10, 2014 (Temporary or Interim School Administrators)
http://michigan.gov/documents/mde/Interim_School_Admin_462342_7.pdf

For additional information, please contact Leah Breen at the Office of Educator Workforce at BreenL1@michigan.gov or 517-241-1392.

cc: Michigan Education Alliance