

School Administrator Experience-Based Certificate

Experience-Based Certification

Individuals employed as a school administrator on or before January 4, 2010 are required to hold a valid, experience-based School Administrator Certificate for their current position. To qualify for the NEW experience-based certificate, individuals employed as school administrators prior to January 4, 2010 must demonstrate completion of any combination of [Education-related professional learning](#) hours, as defined in R 380.101, totaling 150 hours. Individuals who hold a valid Michigan Professional Teaching Certificate shall be considered as meeting the continuing education requirements of this rule.

Legal Requirement

[Michigan Compiled Laws \(MCL\) 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.

School Administrator Certification Code

Administrative Rules governing Administrator Certification **require** all school administrators authorized under the experience-based, provision in MCL 380.1246(1)(a) to hold a valid 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; and
3. Provide all school administrators who obtain a School Administrator Certificate a new five-year cycle on the continuing education requirement.

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. Failure to employ a certified, or permitted, individual may result in State aid deduction.

Administrators unable to meet these requirements and obtain the School Administrator Certificate before September 1 can be employed under the new [Administrator Permit](#).