



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

MEMORANDUM

DATE: June 28, 2018

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

FROM: Venessa A. Keesler, Ph.D., Deputy Superintendent *V. Keesler*
Division of Educator, Student, and School Supports

SUBJECT: School Administrator Certification

The Michigan Department of Education (MDE), in accordance with MCL 388.1763, has the responsibility to issue State Aid deductions when a district employs noncertificated (or nonpermitted) educators. Lack of appropriate certification can be avoided. Stakeholders, when responding to a credential review of School Administrators, often cite a lack of clarity of the interpretation of legislation and administrative rule as it pertains to certification. For this reason, the MDE is reissuing School Administrator certification guidance.

Beginning September 1, 2018, all School Administrators must have a Michigan School Administrator Certificate or a Michigan School Administrator Permit before employment.

The MDE is currently programming the Michigan Online Certification System (MOECS) to allow for School Administrator Permits. Districts will be notified as soon as they are available.

School Administrators Arriving from Other States

- An Administrator transferring from out-of-state must have the appropriate Michigan School Administrator credentials (certificate or permit) before hire.
- Out-of-State certificates may not be used in lieu of Michigan certificates.
- There is not a "grace-period" that allows out-of-state transfers to work without Michigan licensure.
- Very soon, a **one-year** Michigan School Administrator Permit will be available to bridge the gap to obtaining a Michigan School Administrator Certificate. This one-year permit will be non-renewable.

STATE BOARD OF EDUCATION

CASANDRA E. ULBRICH – CO-PRESIDENT • RICHARD ZEILE – CO-PRESIDENT
MICHELLE FECTEAU – SECRETARY • TOM MCMILLIN – TREASURER
NIKKI SNYDER – NASBE DELEGATE • PAMELA PUGH
LUPE RAMOS-MONTIGNY • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • 833-633-5788

School Administrators “Grand-Parented” Under MCL 380.1246(2)

- Beginning September 1, 2018, School Administrators who have never been issued a Michigan School Administrator certificate and are enacting the “Grand-Parenting” provision must obtain an [Experience-Based School Administrator Certificate](#) prior to placement or to continue employment.
- Beginning September 1, 2018, School Administrators who were previously issued a Michigan School Administrator certificate must renew/maintain a valid certificate to work as a School Administrator in a Michigan school. If an individual let the certification lapse, enacting the “Grand-Parenting” provision, that certificate must now be renewed in accordance with recently promulgated [Administrative Rules](#).

New School Administrators Hired Under MCL 380.1246(3)

- An individual who does not hold a School Administrator Certificate, may be hired to fill a school administrator position if the following requirements are met:
 - The individual must obtain the School Administrator Permit appropriate for this purpose.
 - The individual must, within 6 months of hire, enroll in a program leading to certification as a school administrator. Enrollment must be verified by the provider and include evidence of payment of enrollment fees.
 - The program must be completed, and certification must be issued, within 3 years.

School Administrators Hired on an Interim Basis

Beginning September 1, 2018, Interim School Administrators must have a valid Michigan School Administrator Certificate or an issued School Administrator Permit on file in the district office before hiring.

Districts that choose to employ School Administrators without a valid School Administrator Certificate or School Administrator Permit will be subject to a State Aid deduction in accordance with MCL 388.1763.

For additional information and guidance, refer to the following guidance documents:

- [School Administrator Certificates](#)
- [School Administrator Permit](#)
- [Department of Education memorandum Issued March 8, 2018](#)
- [Department of Education memorandum issued November 16, 2017](#)
- [Department of Education memorandum issued February 23, 2017](#)
- [Department of Education memorandum issued July 10, 2014](#)

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

cc: Michigan Education Alliance