

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 1976 PA 451, MCL 380.1246 and MCL 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) "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.

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

(d) "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 and is categorized as one 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 one 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.

(e) "Established state professional organization" means an association that has served members on a statewide basis for at least 10 years.

(f) "Listed offense" means as defined in section 1535a of 1976 PA 451, MCL 380.1535a.

(g) "Michigan professional teaching certificate" means a certificate issued under part 3 of the teacher certification code, R 390.1101 to R 390.1216.

(h) "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.

(i) "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.

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

(k) “Professional learning enhancement” means a school administrator certificate endorsement described in section 1536(5) of 1976 PA 451, MCL 380.1536(5), that is issued under R 380.111b.

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

(m) “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.

(n) “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.

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

(p) "School district" means as defined in R 390.1101.

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

(r) “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 MR 21, Eff. Nov. 15, 2017.

R 380.102 Certificate and permit requirements for school administrators.

Rule 2. (1) The following school administrator certificates may be issued under these rules:

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

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

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

(3) An individual who was 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 must 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 these rules must obtain a full-year school administrator substitute permit under R 380.116.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

R 380.102a Rescinded.

History: 2012 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

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

Rule 3.(1) Subject to R 380.104(7), the superintendent of public instruction shall issue a school administrator (1246(1)(a)) certificate to an individual who was employed by a school district in this state on or before January 4, 2010, as a superintendent, principal, assistant principal, other person whose primary responsibility was administering instructional programs, or chief business official 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) An individual who holds a valid Michigan professional teaching certificate shall be considered as meeting the continuing education requirements of subrule (1) of this rule.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

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

Rule 4. (1) A school administrator (1246(1) (b)) certificate with PK-12 building endorsement may be issued 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) A school administrator (1246(1)(b)) certificate with central office endorsement may be issued 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 shall apply 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 to the department that a school administrator (1246(1)(b)) certificate be issued to the applicant.

(6) The department shall issue a school administrator (1246(1)(b)) certificate based on the recommendation of the Michigan approved school administrator preparation program provider.

(7) The requirements of this rule do not apply to an individual who was employed by a

school district in Michigan on or before January 4, 2010, as a superintendent, principal, assistant principal, other person whose primary responsibility was administering instructional programs, or chief business official and who holds an expired school administrator certificate on or before the effective date of the rule amendment that added this subrule. Such individual is eligible for a school administrator (1246(1)(b)) certificate if the continuing education requirements of R 380.103(1) are satisfied.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

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

Rule 5. (1) A Michigan alternative route school administrator preparation program shall be offered by an established state professional organization and shall meet state board approved PK-12 building or central office standards.

(2) A candidate may be admitted to a Michigan approved alternative route school administrator preparation program 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 who is 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) A candidate who possesses successful and valid experience may be recommended for the school administrator (1246(1)(b)) certificate if the alternative route provider determines that all state board approved school administrator standards are met either by program completion or by passing a school administrator examination as approved by the superintendent of public instruction, and completion of 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) All alternative route school administrator preparation program participants shall be supported by an assigned mentor or coach with expertise and school administrator experience.

(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 to the department that a school administrator (1246(1)(b)) certificate be issued to the applicant.

(10) The department shall 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 AACS; 2008 AACS; 2012 AACS; 2017 MR 21, Eff. Nov. 15, 2017.

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 the issuance 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 AACS; 2008 AACS; 2012 AACS; 2017 MR 21, Eff. Nov. 15, 2017.

R 380.107 Expiration of school administrator certificate.

Rule 7. (1) A school administrator certificate issued under these rules expires 5 years from June 30 of the calendar year it is issued.

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

History: 1988 AACS; 2008 AACS; 2012 AACS; 2017 MR 21, Eff. Nov. 15, 2017.

R 380.107a Rescinded.

History: 2012 AACS; 2017 MR 21, Eff. Nov. 15, 2017.

R 380.108 Rescinded.

History: 1988 AACS; 2008 AACS.

R 380.109 Renewal of school administrator certificate.

Rule 9. (1) A school administrator certificate shall be renewed 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) A school administrator who holds a valid Michigan professional teaching certificate shall be considered as meeting 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 and who has been employed as a school administrator within the validity of either certificate for at least 1 year in the immediately preceding 5-year period 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.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

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 that is 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 MR 21, Eff. Nov. 15, 2017.

R 380.111a Rescinded.

History: 2008 AACCS; 2012 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

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 department shall 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 MR 21, Eff. Nov. 15, 2017.

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

Rule 12. (1) The superintendent of public instruction, at the request of an approved school administrator preparation program provider, may waive for a specific time requirements in R 380.111 for an experimental school administrator preparation program. A request for such a waiver must provide sufficient detail to allow substantial scientifically based experimentation with preparation programs. A provider shall objectively evaluate and report on the effectiveness of the experiment for the specified time period. The superintendent of public instruction may give approval to continue an experimental program when evaluation data provide evidence of value.

(2) An experimental program shall not waive specific legal requirements for candidates seeking school administrator certification.

History: 1988 AACCS; 2008 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

R 380.113 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.114 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

R 380.115 Rescinded.

History: 2008 AACCS; 2012 AACCS.

R 380.116 Full-year school administrator substitute permit.

Rule 16. (1) Upon application by a school district and payment of the appropriate fee, the superintendent of public instruction may issue an initial full-year school administrator substitute permit to the school district under this rule. All of the following apply:

(a) A full-year school administrator substitute permit or renewal of a full-year school administrator substitute permit is issued to the superintendent or other school administrator, who shall apply for such substitute permit or renewal on behalf of the school district and who shall affirm under oath that the requirements for the requested substitute permit or renewal have been met. A full-year school administrator substitute permit shall not be requested by or issued to the individual for whom the permit is requested. The recommending superintendent or other school administrator receiving the permit or renewal shall hold it in order for the school district to employ the individual.

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

(c) The individual for whom the full-year school administrator substitute permit is

requested shall have earned a bachelor's or higher degree at a regionally accredited college or university.

(d) The employing school district shall assign a mentor to the individual.

(e) A full-year school administrator substitute permit is valid for the school administrator position specified on the permit for the academic school year for which the permit is issued.

(f) The fee for an approved full-year school administrator substitute permit must be paid prior to the first day the individual is in the assignment.

(g) In addition to obtaining a full-year school administrator substitute permit under this rule for any other individual who is not appropriately certificated, a school district shall obtain a full-year school administrator substitute permit for a school administrator who is employed pursuant to section 1246 (3) of 1976 PA 451, MCL 380.1246 (3).

(2) Upon application by the employing school district and payment of the appropriate fee, the superintendent of public instruction may renew a full-year 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 present documentation of all of the following:

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

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

(iii) The individual's presentation of a school administration preparation program course of study to the employing school district.

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

(3) A full-year school administrator substitute permit or renewal is valid from the issue date to August 31 or the last day of the school district's academic year for which it is issued, whichever date comes first.

(4) Subject to subrule (6) of this rule, the superintendent of public instruction may refuse to grant, refuse to renew, or revoke a full-year school administrator substitute permit for the school year for which it is requested 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 full-year school administrator substitute permit.

(b) Conviction of the individual for whom the full-year school administrator substitute permit is requested for a crime described in section 1535a of 1976 PA 451, MCL 380.1535a.

(c) Failure to satisfy the requirements for the full-year school administrator substitute permit.

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

(6) The superintendent of public instruction shall refuse to grant, refuse to renew, or revoke a full-year school administrator substitute permit if the individual for whom it is requested was convicted of a listed offense.

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 granted pursuant to these rules 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 1976 PA 451, MCL 380.1535a or 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 to show compliance, 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.

History: 1988 AACCS; 2008 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.

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 MR 21, Eff. Nov. 15, 2017.

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 1976 PA 451, MCL 380.1535a(2) or 380.1539b(2), 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 applicant for or the holder of a school administrator certificate has been convicted of a crime described in section 1535a or 1539b of 1976 PA 451, MCL 380.1535a or 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 or the holder of the 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 school administrator certificate may be denied, suspended, or revoked.

(ii) The applicant or the holder of the school administrator certificate has the right to a hearing.

(iii) If a hearing is not requested within 15 business days after receipt of notice of the right to a hearing, the school administrator certificate will be denied or suspended.

(iv) If a hearing is requested 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 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 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 shall be 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 MR 21, Eff. Nov. 15, 2017.

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 AACCS; 2008 AACCS.; 2015 AACCS.

R 380.130 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.131 Rescinded.

History: 1988 AACCS; 2008 AACCS.

R 380.132 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2015 AACCS.

R 380.133 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2015 AACCS.

R 380.134 Rescinded.

History: 1988 AACCS; 2008 AACCS; 2015 AACCS.

R 380.135 Rescinded.

History: 1988 AACCS; 2008 AACCS.

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 AACCS; 2008 AACCS; 2017 MR 21, Eff. Nov. 15, 2017.