

**DEPARTMENT OF EDUCATION**  
**SUPERINTENDENT OF PUBLIC INSTRUCTION**  
**ADMINISTRATOR CERTIFICATION CODE**

(By authority conferred on the superintendent of public instruction by section 15 of 1964 PA 287, MCL 388.1015, sections 1246, 1531, 1535a, 1536 and 1539b of 1976 PA 451, MCL 380.1246, MCL 380.1531, MCL 380.1535a, MCL 380.1536 and MCL 380.1539b, and Executive Reorganization Order Nos. 1996-6 and 1996-7, MCL 388.993 and MCL 388.994)

**PART 1. GENERAL PROVISIONS**

**R 380.101 Definitions.**

Rule 1. As used in this code:

- (a) "Accredited college or university" means an institution with regional, state, or national approval for teacher or administrator education.
- (b) "Administrator alternate route program" means pathways to certification offered by recognized state professional organizations based on experience or alternative preparation, or both, pursuant to section 1536 of 1976 PA 451, MCL 380.1536 and R 380.107a. A state approved administrator alternate route program shall be determined by the department.
- (c) "Administrator certificate basic endorsement" means a certificate endorsed for any of the following:
  - (i) Elementary administrator.
  - (ii) Secondary administrator.
  - (iii) Central office administrator.
- (d) "Department" means the department of education.
- (e) "Elementary school" means a school with a single grade or any combination of grades pre-kindergarten to 9.
- (f) "Enhanced endorsement" means an administrator certificate endorsement that acknowledges the successful completion of an approved advanced performance and impact-based educational leadership program.
- (g) "Established state professional organization" means an association that has served members on a statewide basis for at least 10 years, as defined in section 1536 of 1976 PA 451, MCL 380.1536.
- (h) "Grade level" means elementary or secondary grades.
- (i) "Middle or junior high school" means a school with any combination of grades 5 to 9.
- (j) "Nonpublic school" means a private, denominational, or parochial school, as defined in section 5(4) of 1976 PA 451, MCL 380.5(4).

(k) "Performance-based program" means an approved program that requires the demonstration of knowledge, application, skills, behavior, and impact on improving leadership as measured by performance indicators.

(l) "Satisfactory credit" means a "B" average or 3.0 or the equivalent as submitted to the department on an official transcript by an approved institution.

(m) "Secondary school" means a school with any combination of grades 6 to 12.

(n) "School district" means a local school district established under section 5 of 1976 PA 451, MCL 380.5, an intermediate school district established under part 7 of 1976 PA 451, a public school academy established under part 6a of 1976 PA 451, an urban high school academy established under part 6c of 1976 PA 451, a strict discipline academy established under sections 1311b to 1311l of 1976 PA 451, MCL 380.1311b to MCL 380.1311l, and a school of excellence under part 6e of 1976 PA 451.

(o) "Specialty endorsement" means an administrator certificate endorsement which acknowledges the successful completion of an approved performance-based program in a recognized specialized administrative supervisory and leadership function.

(p) "State board" means the state board of education.

(q) "Supervising" means all of the following:

(i) Being responsible for program content.

(ii) Directing the activities of instructional staff at the level of the administrator's certificate.

(iii) Evaluating the instructional staff.

(iv) Recommending instructional staff for employment and termination.

(r) "Year" means a school year consisting of a minimum of 150 days.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

### **R 380.102 Persons eligible to hold administrator certificates.**

Rule 2. A person who has completed a state-board approved administrator preparation program or an approved administrator alternate route program may be issued an administrator's certificate and basic endorsement as determined by the superintendent of public instruction under section 1536 of 1976 PA 451, MCL 380.1536 in any of the following:

(a) A central office administrator.

(b) A principal.

(c) An assistant principal.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

### **R 380.102a Person required to hold administrator certificate.**

Rule 2a. A person whose primary responsibility is administering instructional programs shall hold an administrator certificate pursuant to section 1246 of 1976 PA 451, MCL 380.1246.

History: 2012 AACCS.

**R 380.103 Certificate validity.**

Rule 3. (1) An elementary administrator's basic endorsement designation is valid for either or both of the following assignments:

- (a) Elementary principal.
- (b) Elementary assistant principal.

(2) A secondary administrator's certificate basic endorsement designation is valid for either or both of the following assignments:

- (a) Secondary principal.
- (b) Secondary assistant principal.

(3) A central office administrator's certificate basic endorsement designation is valid for an assignment in a school district in any position with primary responsibility for supervising instructional programs and teachers on a district-wide, pre-kindergarten to grade 12.

(4) The certificate holder and the employer shall be familiar with the specific provisions regarding the validity of the various certificates.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

**R 380.104 Certificate duration; expiration.**

Rule 4. (1) An administrator's certificate shall be valid for not more than 5 years.

(2) All certificates expire on June 30 of the expiration year indicated on the certificate.

(3) The certificate holder and the employer shall be familiar with the specific provisions regarding the expiration and requirements of the administrator certificates.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

**R 380.105 Application.**

Rule 5. (1) The recommendation from an approved program or approved administrator alternate route program or application for an administrator's certificate or certificate renewal shall be on a form supplied or approved by the superintendent of public instruction.

(2) An applicant shall not be considered as meeting the requirements for certification until such time as a recommendation or an application has been received and approved by the department.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

**R 380.106 Out-of-state credit for administrator's certificate.**

Rule 6. (1) Out-of-state credit for an administrator's preparation program shall be completed at a regionally or nationally accredited college or university whose accrediting body is recognized by the United States department of education.

(2) The superintendent of public instruction may accept an administrator's certificate from another state or a foreign country as a basis for the issuance of a comparable initial Michigan administrator basic certificate.

(3) The superintendent of public instruction may determine the acceptability of credits presented for certification from accredited institutions located in other states or foreign countries. Proof of credit shall be submitted to the department, on official transcripts, directly from an accredited college or university.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

**R 380.107 Administrator's certificate basic endorsement; traditional program requirements.**

Rule 7. (1) An elementary, secondary, or central office certificate basic endorsement designation may be issued to an applicant who presents evidence of satisfying both of the following requirements:

(a) Possession of a master's degree or higher from an accredited college or university whose accrediting body is recognized by the United States department of education or state board approval.

(b) Completion of an approved program in school administration at least at the master's degree level is required for the elementary or secondary basic certificate endorsement designation. The program shall include, but is not limited to, a minimum of 18 semester hours of graduate credit, in K-12 school administration.

(2) A central office certificate basic endorsement designation may only be issued to an applicant who presents evidence of satisfying both of the following requirements:

(a) Possession of a masters or higher degree.

(b) Completion of at least 21 semester hours of credit at the post-master's degree level. The program shall include advanced studies in K-to-12 school administration.

(3) Credit completed in an approved administrator preparation program for 1 level of administrator certification basic endorsement designation shall apply towards certification at another level if the credit meets the approved program requirements.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

**R 380.107a Administrator's certificate basic endorsement; alternate route requirements.**

Rule 7a. (1) The department shall recognize alternative pathways for administrator certification under section 1536 of 1976 PA 451, MCL 380.1536.

(2) A state-approved administrator alternate route program shall be offered by an established state recognized professional organization. An approved administrator alternate route program shall meet state board approved standards for principal or central office preparation in the areas of knowledge, dispositions, and performances. The approved standards-based alternate route program may include modules, coursework, or other professional learning activities.

(3) A candidate may be admitted to an administrator alternate route program to obtain an administrator's certificate basic endorsement designation based on the assessment of a standards-based portfolio under 1 of the following categories:

(a) Category 1: A candidate possesses a masters or higher degree from a college or university accredited by 1 of the regional accredited bodies recognized by the United States department of education.

(b) Category 2: A candidate possesses a baccalaureate degree from a college or university accredited by 1 of the regional accredited bodies recognized by the United States department of education and has a minimum of 3 years of experience that meets at least 1 of the following:

(i) Successful experience as a prekindergarten to grade 12 school administrator.

(ii) Successful central office experience.

(iii) Management or leadership experience in fields other than prekindergarten to grade 12 school or district administration.

(4) A candidate who is admitted under subrule (3)(a) or (3)(b)(iii) of this rule to an administrator alternate route program shall complete a supervised internship as determined by the alternate provider's approved program.

(5) A candidate who possesses successful and valid experience may be recommended for the administrator certificate if the alternate route provider determines that all state board approved administrator standards (principal preparation or central office preparation) are met either by program completion or passage of an administrator examination as approved by the superintendent of public instruction, and completion of a supervised internship if required by subrule (4) of this rule.

(6) A candidate who does not meet all state board approved standards upon review of experience shall complete additional preparation based on the alternate route provider's assessment of the standards-based portfolio and an individualized professional development plan.

(7) All program participants shall be supported by an assigned mentor or coach with expertise and school administrator experience.

(8) An alternate route provider shall annually evaluate mentor or coach effectiveness.

History: 2012 AACCS.

### **R 380.108 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

### **R 380.109 Certificate renewal.**

Rule 9. (1) An administrator's certificate shall be renewed upon the applicant's completion of 6 semester hours of credit completed at any recognized university, college, or Michigan community college or the equivalent in approved state continuing education hours. Credit shall be towards an individual's professional development as an administrator under section 1246 of 1976 PA 451, MCL 380.1246 and R 380.1201. Credit completed out of state shall be through a regionally accredited university that is a teacher or administrator education institution.

(2) All renewal credit shall be completed after the date of issuance of an administrator's basic certificate and within the five-calendar-year period before applying for renewal.

(3) Correspondence credit is not acceptable for meeting the requirements of an initial administrator's basic certificate or its renewal.

(4) Credit earned toward renewing an administrator's certificate may be used for renewing a teaching certificate if it is consistent with continuing professional education programs for certificate renewal under section 1246 of 1976 PA 451, MCL 380.1246 and R 380.1201.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

### **R 380.110 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

### **R 380.111 Program approval and periodic review.**

Rule 11. (1) The state board shall approve standards and procedures for reviewing school administrator preparation programs to prepare and recommend candidates for a school administrator certificate.

(2) School administrator preparation programs shall be approved for a 5-year period by the superintendent of public instruction. The requirements for each administrator's certificate identified in these rules shall be included as part of the program preparation. Initial preparation programs shall be reviewed by the department. To determine the adequacy of institutional resources, staff, and counseling services in meeting state requirements.

(3) A 5-year renewal of a school administrator preparation program shall be granted by the superintendent of public instruction based on accreditation of the preparation program by an accrediting body that is recognized by the United States department of education or a recommendation for approval from a state review process.

(4) Upon completion of an approved school administrator preparation program, an approved institution shall recommend the candidate, in a manner prescribed by the superintendent of public instruction, to the department for issuance of a school administrator certificate.

History: 1988 AACCS; 2008 AACCS; 2012 AACCS.

### **R 380.111a Established state professional organization; specialty endorsement.**

Rule 11a. (1) The state board shall approve standards and procedures for reviewing established state professional organizations' programs to prepare and recommend candidates for specialty endorsements. The superintendent of public instruction shall make recommendations to the state board for the initial state approval of established state professional organizations, based on state-board approved standards and procedures.

(2) A state-board approved school administrator specialty endorsement program shall be offered by an established state professional organization. Approval is granted for a 5-year period.

(3) The superintendent of public instruction shall continue approval of the established state professional organizations' specialty endorsement programs based on a 5-year review.

(4) Upon request of the superintendent of public instruction, an established state professional organization shall present a report of its specialty endorsement preparation program descriptors and performance measures.

(5) The successful completion of a specialty program shall result in an endorsement issued on an administrator's basic certificate.

History: 2008 AACCS; 2012 AACCS.

### **R 380.111b Established state professional organization; enhanced endorsement.**

Rule 11b. (1) The state board shall approve standards and procedures for reviewing established state professional organizations' programs to prepare and recommend candidates for administrator advanced performance and impact based enhanced endorsements. The superintendent of public instruction shall make recommendations to the state board for the initial state approval of established state professional organizations, based on state-board approved standards and procedures.

(2) A state-board approved school administrator enhanced endorsement program shall be offered by an established state professional organization. Approval is granted for a 5-year period. The successful completion of an enhanced program shall result in an endorsement issued on an administrator's basic certificate.

(3) An administrator certificate with an enhanced endorsement shall be valid for 5 years based on the issue date of the certificate.

(4) The superintendent of public instruction shall continue approval of the established state professional organizations' enhanced endorsement programs based on a 5-year review.

(5) Upon request of the superintendent of public instruction, an established state professional organization shall present a report of its enhanced endorsement preparation program descriptors and performance measures.

History: 2008 AACCS; 2012 AACCS.

### **R 380.112 Experimental programs.**

Rule 12. The state board may waive any of the requirements in R 380.111 for an experimental administrator preparation program. Upon adequate evidence, the state board may give continuing status to an experimental program of demonstrated excellence. Requests for an approved experimental program shall be made to the superintendent of public instruction.

History: 1988 AACCS; 2008 AACCS.

**R 380.113 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

**R 380.114 Certificate specialty endorsement.**

Rule 14. (1) The state board may approve an established state professional organization for the purpose of offering a performance-based specialty endorsement to an administrator's certificate. Specialty endorsement programs shall meet state board standards prior to approval being granted. Specialty endorsements may be offered in 1 or more of the following areas:

- (i) Leadership improvement framework endorsement.
- (ii) School-level specialty endorsement.
- (iii) Central office specialty endorsement.
- (iv) Superintendent specialty endorsement or other areas approved by the state board.

(2) Upon approval of the state board, an established state professional organization may recommend the addition of a specific recognized administrative function to the specialty endorsement as a designation of advanced preparation.

(3) Upon completion of an approved specialty endorsement program, an established state professional organization shall recommend the candidate, in the manner prescribed by the superintendent of public instruction, to the department for issuance of the specialty endorsement to an administrator certificate.

History: 1988 AACCS; 2008 AACCS.

**R 380.115 Rescinded.**

History: 2008 AACCS; 2012 AACCS.

**R 380.116 Eligibility for employment; continuing education requirements.**

Rule 16. A school administrator who holds a valid administrator's basic certificate shall be considered to have met all continuing education requirements required under section 1246 of 1976 PA 451, MCL 380.1246 and R 380.1201.

History: 2008 AACCS.

**PART 2. ADMINISTRATIVE HEARINGS**

**R 380.121 Certificates; denial, suspension, or revocation; reinstatement.**

Rule 21. (1) The superintendent of public instruction may refuse to grant or renew, or may suspend for a fixed term, or revoke, or may impose reasonable conditions on,



a school administrator certificate granted pursuant to these rules for the following reasons:

(a) Fraud, material misrepresentation, concealment or omission of fact in the application for, or the use of a school administrator certificate.

(b) Conviction of an offense listed in MCL 380.1535a or MCL 380.1539b.

(2) The superintendent of public instruction may refuse to grant or renew a school administrator certificate for failure or ineligibility of the applicant to meet the criteria for the applicable certification.

(3) A school administrator certificate shall not be denied, suspended, or revoked solely on the basis of a conviction, unless the superintendent of public instruction finds that the conviction is reasonably and adversely related to the person's present fitness to serve in an elementary or secondary school in the state or that the conviction demonstrates that the person is unfit to act as a school administrator in an elementary or secondary school in this state.

(4) A certified copy of the judgment of conviction and sentence is conclusive evidence of conviction of a crime pursuant to MCL 380.1535a or MCL 380.1539b. A conviction of a crime listed in MCL 380.1535a or MCL 380.1539b, or of a substantially similar crime in another state, is considered to be reasonably and adversely related to the ability of the person to serve in an elementary or secondary school and is sufficient grounds for suspension or revocation of the person's school administrator certificate.

(5) After the completion of a person's sentence and upon application and a showing of good cause, the superintendent of public instruction may grant a new or renewed certificate, or reinstate a suspended or revoked certificate. The superintendent of public instruction shall not grant a new or renewed certificate or reinstate a person's certificate unless the superintendent of public instruction finds that the person is currently fit to serve in an elementary or secondary school in this state and that reinstatement of the person's school administrator certificate will not adversely affect the health, safety, and welfare of pupils.

History: 1988 AACCS; 2008 AACCS.

### **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 Michigan department of education to perform the investigatory and prosecutorial functions regarding cases pertaining to school administrator certification. Upon receipt of information which may serve as the basis for a refusal to grant, renew, suspend, or revoke a school administrator certificate, the designee of the superintendent of public instruction shall initiate an investigation of that information.

History: 1988 AACCS; 2008 AACCS.

**R 380.124 Written charges; service; notice of opportunity to show compliance.**

Rule 24. (1) The designee of the superintendent of public instruction shall prepare and file written charges and shall serve a letter copy of notice of opportunity to show compliance to the school administrator in question and shall inform the school administrator of hearing rights under these rules. A complete copy of the applicable rules and laws shall be furnished to the school administrator.

(2) Within 15 working days of service of the notice of opportunity to show compliance, a school administrator may file a request to show compliance. The informal conference shall be a telephone conference, unless otherwise specified, with an authorized representative of the superintendent of public instruction.

(3) After the informal conference, the superintendent's designee may, after considering the evidence presented, direct that a notice of hearing be issued. If, after considering the evidence presented, the superintendent's designee recommends making a finding of compliance or entering into a written settlement of the matter with the school administrator without a formal hearing, the superintendent of public instruction shall approve, modify, or deny the recommended action.

History: 1988 AACCS; 2008 AACCS.

**R 380.125 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

**R 380.126 Notice of hearing; written charges; absence of party.**

Rule 26. (1) Following 15 working days of service of the notice of opportunity to show compliance, if the school administrator does not request an informal conference, a notice of suspension of the school administrator certificate shall be served upon the school administrator.

(2) After an informal conference, and a decision by the superintendent's designee to proceed to hearing, a copy of the written charges shall be served upon the school administrator and a request for a hearing shall be submitted to the state office of administrative hearings and rules.

(3) If the school administrator fails to attend the hearing, then the hearing may proceed and the decision may be made in the absence of the school administrator.

(4) The school administrator and the superintendent of public instruction may agree in writing to a settlement of the matter without a hearing.

History: 1988 AACCS; 2008 AACCS.

**R 380.127 Answer to formal charges; bill of particulars.**

Rule 27. A certified school administrator may file an answer to formal charges with the designee of the superintendent of public instruction. The answer shall be filed not less than 10 days before the hearing. The designee of the superintendent of public instruction shall file a copy of the answer upon receipt with the state office of administrative hearings and rules.

History: 1988 AACCS; 2008 AACCS.

**R 380.128 Filing.**

Rule 28. To be timely received, any filing required under these rules shall be received by the Michigan department of education before the close of business on the last day of the time limit for the filing. Filing may be by facsimile (fax).

History: 1988 AACCS; 2008 AACCS.

**R 380.129 Summary suspension.**

Rule 29. If a person who holds a Michigan school administrator certificate has been convicted of a crime described in MCL 380.1535a(2) and 380.1539b(2), or if the superintendent of public instruction or his or her designee finds that the public health, safety or welfare otherwise requires emergency action, the superintendent of public instruction or his or her designee shall order summary suspension of the person's school administrator certificate, pursuant to MCL 24.292. The person shall be provided a prompt opportunity for a hearing as provided under MCL 24.292. Rules 24 and 26 do not apply to this rule.

History: 1988 AACCS; 2008 AACCS.

**R 380.130 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

**R 380.131 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

**R 380.132 Transcript.**

Rule 32. A verbatim record shall be taken of the proceedings. A party may request a copy of the transcript at the party's expense.

History: 1988 AACCS; 2008 AACCS.

**R 380.133 Exceptions, cross-exceptions, and briefs.**

Rule 33. (1) Within 20 days after service of the proposal for decision, a party may file a written statement with the superintendent of public instruction setting forth exceptions or to any other part of the record or proceeding, including rulings upon motions and objections. A brief in support of these exceptions may be filed with the superintendent of public instruction. A copy of the exceptions and any brief shall be served on each party to the proceedings.

(2) Within 10 days after service of an exception, a party may file a cross exception and a brief in support, or a brief in support of the proposal for decision. A copy of the cross exceptions and any brief shall be served on each party to the proceedings.

History: 1988 AACCS; 2008 AACCS.

**R 380.134 Oral arguments.**

Rule 34. If a party desires to present oral arguments to the superintendent of public instruction, a written request therefor shall be made to the superintendent of public instruction at the time an exception, cross exception, or brief is filed. The superintendent of public instruction on his or her own motion, may direct oral argument or grant or deny a request for oral argument.

History: 1988 AACCS; 2008 AACCS.

**R 380.135 Rescinded.**

History: 1988 AACCS; 2008 AACCS.

**R 380.136 Proposal for decision; action by superintendent of public instruction.**

Rule 36. The superintendent of public instruction may adopt, modify, or reverse the proposal for decision or remand the case to the state office of administrative hearings and rules for further findings of fact.

(2) A party shall not directly or indirectly communicate with the superintendent of public instruction or persons 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.