

Michigan School Administrator Certification

Quick Reference Guide

Whether you're exploring educational leadership, were recently hired without certification, or are a district hiring talent, this guide simplifies Michigan's administrator certification requirements.

PATH TO LEADERSHIP PROGRAM FAST FACTS

Trusted Provider Since 2011

-  **100% Online & Asynchronous**
-  **1 Year Program (8 Modules)**
-  **Alternative Route to PK-12 Administrator Certification**
-  **\$7,925 Max Cost (\$825 per Module)**
-  **CAEP Accreditation Pending**

Need Support?

Contact MASSP Today!



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Who Needs Certification?

Valid administrator certification is required for:

- Superintendents
- Principals
- Assistant Principals
- Anyone whose primary responsibility is administering or overseeing instructional programs.

The bottom line: If you oversee instruction, regardless of job title, you must hold a valid administrator certification or be enrolled in an approved certification pathway.

Which Endorsement is Needed?

Role	Endorsement Needed
Principals, APs, Building-Level Instructional Leaders, Most Superintendents	PK-12 Building Administrator / Elementary & Secondary Admin PK-12 (ES)
Some Central Office & Executive District-Level Roles	Central Office (CO)



Most roles only require the PK-12 (ES) endorsement!

Please contact MASSP for individualized support or clarification.

Three Pathways to Certification

1. Alternative Pathway

Prerequisites: Master's degree **OR** Bachelor's degree, **PLUS** 3 years of leadership experience (PK-12, central office, or external)

Requirements:

- Complete an approved alternative certification program
- Finish a supervised internship
- Pass the state exam (*if applicable*)
- Receive provider recommendation.



Faster, Flexible, Affordable

2. Traditional Pathway

ES Certification: Master's degree **OR** higher degree **PLUS** completion of an approved administrator preparation program

CO Certification: Master's degree **OR** higher degree **PLUS** completion of an approved Central Office preparation program (minimum 21 credit hours)

3. Experience-Based Pathway

Restricted to administrators who have been continuously employed in a qualifying Michigan administrator role since **January 4, 2010**.

Please contact MASSP to verify eligibility.

How To Get Started

If You're Exploring Leadership Roles:

1. Identify desired role & required endorsement.
2. Choose your certification pathway.
3. Enroll in an approved program.
4. Complete all program requirements.
5. Earn certification, enter renewal cycle & apply for leadership positions.

If You've Been Hired Without Having a Certification:

1. Choose your certification pathway.
2. Enroll in an approved program **within 6 months of your hire date**.
3. Complete the certification program within three years.
4. Earn certification & enter renewal cycle.

If You're a District Looking to Hire an Uncertified Candidate:

A district may hire an uncertified candidate using a temporary permit under the following conditions:

- The candidate has at least a bachelor's degree.
- The district assigns a mentor to the candidate.
- The district applies and pays for a permit **BEFORE** employment begins.
- The candidate enrolls in an approved certification program **within 6 months of hire date**.
- The candidate completes certification **within 3 years** (*district must renew permit annually during this window*).