

School Administrator Certificate Renewal

The School Administrator Certificate is a five-year certificate with unlimited renewals. Each renewal adds five years to the certificate's validity. A renewal can be requested any time after January 1, of the expiration year.

Requirements: (One of the following)

- [Education-Related Professional Learning](#) totaling 150 hours.
- A valid out-of-state certificate, appropriate for K-12 administration may be used one time.

Education-Related Professional Learning Options:

One of the following [Education-Related Professional Learning](#) options must be earned since the issue date of the most recent School Administrator Certificate or renewal, and they must be entered into [Michigan Online Educator Certification System](#) (MOECS) prior to applying for the renewal for the system to recognize your eligibility:

- 6 semester credit hours appropriate to the content and grade level of the certificate and endorsement from a [regionally accredited college or university](#); or
- 6 semester hours in a planned course of study* from a [regionally accredited college or university](#); or
- 150 Michigan [State Continuing Education Clock Hours](#) (SCECHs) appropriate to the content and grade level of the certificate and endorsement; or
- 150 hours of Michigan [District Provided Professional Development](#) (DPPD) appropriate to the content and grade level of the certificate and endorsement.
- Any combination of the above.

Education-Related Professional Learning Hour Conversion:

- College credit: 1 semester credit = 25 professional learning hours
- SCECH Hours: 1 SCECH hour = 1 professional learning hour
- DPPD Hours: 1 DPPD hour = 1 professional learning hour

NOTE: A school administrator who holds a valid Michigan Professional Education Certificate shall be considered as meeting the Education-Related Professional Learning requirement upon evaluation.

**Credits in a planned course of study may include credits taken as part of an education-related master's or higher degree or credits in a program that leads to an endorsement.*