



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

SHEILA A. ALLES
INTERIM STATE SUPERINTENDENT

MEMORANDUM

DATE: December 18, 2018

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

FROM: Dr. Scott M. Koenigsnecht, Deputy Superintendent
P-20 System and Student Transitions 

SUBJECT: School Administrator Certification for Special Education Directors and Supervisors

In support of Goal 3 in the Michigan Department of Education's (MDE) Top 10 in 10 strategic plan, which states, "Develop, support, and sustain a high-quality, prepared, and collaborative education workforce," MDE is issuing a guidance document entitled [Special Education Director/Supervisor: Administrator Certificate Requirements](#). This guidance is intended to reconfirm which directors and supervisors of special education are required to hold an administrator certificate.

Pursuant to the Michigan Compiled Law ([MCL 380.1246](#)), the guidance document states **an administrator of special education who is considered to be "administering instructional programs"** must hold:

- a valid administrator certificate; **AND**
- an [approval for director or supervisor of special education](#) through the Office of Special Education.

Please refer to the February 23, 2017 [Definition of "Administering Instructional Programs" memo](#) for detailed information.

Special education directors and supervisors should contact MDE Office of Special Education Information Line at 888-320-8384 or MDE-OSE@michigan.gov for information pertaining to all things related to special education director/supervisor approval.

To inquire about the need for or help with completing an application for the School Administrator Certificate or Permit, special education directors/supervisors may contact 517-241-5000 or MOECSSupport@michigan.gov.

cc: Michigan Education Alliance

STATE BOARD OF EDUCATION

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

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