

## Renewing a Michigan Administrator Certificate

Type of Certificate	Requirements	How to Apply	Valid for:	Fee
<b>Administrator Certificate</b>	Complete a Master of Education degree in Educational Leadership at an accredited college or university.	The college where you complete the coursework will recommend you for the certificate.	<b>5 years</b>	<b>\$160</b>
<b>Administrator Certificate Renewal</b>	<p>Each five-year renewal requires <b>six semester hours</b> or <b>18 SB-CEUs</b> or a combination (three SB-CEUs are equivalent to one semester hour).</p> <p>Semester hours may be completed at any recognized university, college, or community college in Michigan or at any accredited teacher education institution outside of Michigan. Courses may be completed online but correspondence credit is not acceptable. Credit shall support the individual's professional development as an administrator.</p> <p>All renewal credit shall be completed after the date of issuance of an Administrator Certificate and within the five-year period before applying for the renewal.</p> <p>Credit earned toward renewing an Administrator Certificate may also be used to renew a Teaching Certificate. The Administrator Certificate is issued and renewed separately from the Michigan Teaching Certificate.</p>	<p>Apply for the renewal by contacting the Michigan Department of Education at (517) 373-3310 and requesting the Administrator Certificate renewal form.</p> <p>The college or university where you completed the required coursework is not involved in the renewal process.</p>	<b>5 years</b>	<b>\$160</b>
<b>2<sup>nd</sup> Administrator Certificate Renewal</b>	The requirements for subsequent renewals of the Administrator Certificate are the same as the requirements for the first renewal (see above).		<b>5 years</b>	<b>\$160</b>

Updated May 2, 2008

Administrator Certificates may be notarized at Calvin's Financial Services Office, Spoelhof Center Room 365.

All certificate bills from the Michigan Department of Education are valid for five years. There is no penalty if your certificate expires. The certificate simply will not be valid until you complete the renewal requirements.

Calvin College offers courses and workshops that may be used to renew your Administrator Certificate. Visit [http://www.calvin.edu/academic/graduate\\_studies/](http://www.calvin.edu/academic/graduate_studies/) to view current course offerings.

**Shari Brouwer**  
**Calvin College Teacher Certification Coordinator**

**(616) 526-6208**  
[certification@calvin.edu](mailto:certification@calvin.edu)