



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 26, 2011

MEMORANDUM

TO: Local and Intermediate School Districts, Public School Academies, Non-public Schools, Management Companies, and Substitute Teacher Staffing Agencies

FROM: Sally Vaughn, Ph.D. *Sally*
Deputy Superintendent/Chief Academic Officer

SUBJECT: Permit and Annual Vocational Authorization Policy Changes

Individuals working under permits and annual vocational authorizations now have the ability to pay the application processing fee online with a credit or debit card. Permits/annual authorizations will be rescinded 30 days (instead of 60 days) after the permit/annual authorization is approved if the payment has not been received. This change in policy is effective immediately.

If the permit/annual authorization fee is not paid within the 30-day period, the district/school user that applied for the permit/annual authorization will receive an e-mail from the Michigan Online Educator Certification System (MOECS) notifying them that the permit/annual authorization has been rescinded. The district/school must discontinue employment of that individual until the payment has been made and the permit/annual authorization has been reinstated. The only exception is if the individual is working as a day-to-day substitute teacher in short-term assignments and he/she has a valid Michigan teaching certificate. In that case, the district/school may continue to employ the person as a substitute teacher under the validity of his/her teaching certificate.

Districts/school users can send individuals whose permit/annual authorization has been rescinded (or will rescind shortly) a reminder e-mail that contains a link to pay the fee through the "Manage Permits" function in MOECS. However, before the reminder e-mail is sent, the district/school user should verify through "Manage Demographics" that the individual's correct e-mail address is listed in MOECS.

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To send the reminder e-mail, click on the "Apply for Permits" left navigation menu. The menu expands to include "Manage Permits." Click on "Manage Permits" and enter the individual's social security number. When the individual's name appears on the screen, click on the "send reminder e-mail" button located below the person's name. As soon as the individual pays the fee, the permit/annual authorization will be reinstated.

School districts/school users are also encouraged to check their permit and annual authorization reports frequently to check the status of permits/annual authorizations. These reports can be found under the "Reports" left navigation menu in MOECS.

If you have any questions or need any additional clarification, please contact Karen Taylor at (517) 373-6895, or e-mail her at taylorlk8@michigan.gov.

cc: Michigan Education Alliance