

# Facts About Michigan Substitute Permits



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## What are substitute permits?

Michigan law requires schools to hire and employ properly certified and endorsed teachers (MCL 380.1231 and 380.1233). In order to systematically address needed exceptions to law, the Michigan Department of Education (MDE) has established administrative rules in accordance with MCL 380.1531 to authorize permits for both general education, as well as authorizations within CTE programs, and Special Education Approvals within the Michigan Administrative Rules for Special Education (MARSE). A school district or nonpublic school shall obtain the appropriate permit, authorization, or approval to employ an individual or teacher who does not hold the valid and appropriate endorsement or certificate, including an individual employed under section 1233b, section 1233c, or section 1531f of 1976 PA 451, MCL 380.1233b, 380.1233c, or 380.1531f.

## What are the different types of substitute permits available in Michigan?

The MDE issues [four types of permits](#) to meet different school staffing needs when a properly certified and endorsed teacher is not available. They are:

- [Daily Substitute Permit \(initial and extension\)](#)
- [Full-Year BASIC Substitute Permit](#)
- [Full-Year SHORTAGE Substitute Permit](#)
- [Expert Substitute Permit](#)

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through the [Michigan Online Educator Certification System \(MOECS\)](#) or the [public verification site](#). More information on applying for permits can be found in the [Permits: How They Work](#) document.

Individuals who do not meet the requirements of the regular permit system and are employed under MCL 380.1233b (9-12 limited areas), section 1233c (Detroit), 380.1531f (tribal agreement) or foreign memorandum of understanding must be working directly with the Office of Professional Preparation Services to ensure compliance with these very specific laws and circumstances.

A school is not required to obtain a Daily Substitute Permit for a staff member employed directly by the school, if the staff member holds a valid Michigan teaching certificate and is placed intermittently in assignments of not more than 90-calendar days outside the grade level and subject area validity of their teaching certificate.

Teacher Certification Code Rule 390. 1165 provides CTE programs the ability to employ non-certificated or endorsed individuals under an [Annual CTE Authorization](#). Unique to the CTE programs, this authorization does not require a minimum of 90-

credits but rather, focuses on recent and relevant business or industry experience. Similar to a permit, this authorization is applied for and obtained through MOECS.

Additionally, the [Michigan Administrative Rules for Special Education](#) (MARSE) authorizes MDE to grant temporary approval as a teacher of students with disabilities to individuals who hold a valid Michigan teaching certificate (R 340.1783). Similar to a permit, this [Special Education Approval](#) is applied for and obtained through MOECS.

## **What are the different uses and requirements for each type of substitute permit?**

### **Daily Substitute Permit:**

- Used for INTERMITTENT daily substitute assignments when a teacher is temporarily unavailable.
- Requires at least [90 semester hours](#) of satisfactory credit (grade 'C' or better) combined from one or more [regionally accredited](#) two- or four-year colleges or universities.
- Is limited in a single teaching assignment to no more than 90-calendar days.

### **Extension of the Daily Substitute Permit:**

- A [Daily Substitute Permit](#) may be EXTENDED to provide additional coverage when the teacher is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is unavailable.
- Requires at least [90 semester hours](#) of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- Requires a formal satisfactory observation.
- Requires the district/school to assign a [mentor](#) teacher.
- Length of extension and any additional requirements will be established based upon circumstances.
- This extension must be approved by the State Superintendent.

### **Full-Year BASIC Substitute Permit:**

- Requires at least [90 semester hours](#) of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- If the assignment is in a [core subject area](#), the individual must have a corresponding [major](#) on the transcript or passing scores on the state approved discipline area [test](#).
- Requires the district/school to assign a [mentor](#) teacher.

- Can be renewed for subsequent years if the following conditions have been met:
  - *Renewal 1:* [Effective or highly effective ratings](#) in the assigned area and enrollment in a state approved teacher preparation program leading to certification.
  - *Renewal 2-3:* A minimum of [6 semester credit hours](#) towards completion of the program. Note: This means 6 additional credit hours earned since the previous renewal.
  - Can be renewed a maximum of three times, allowing a substitute to serve in the assigned area for a maximum of four years.

### Full-Year **SHORTAGE** Substitute Permit:

- **Is only approved up to 0.5 FTE per teacher.**
- Requires the teacher to hold a [Michigan Professional, Advanced Professional Teaching Certificate](#).
- If the assignment is in a [core discipline area](#), the individual must have a corresponding [major](#) or passing scores on the state approved subject area [test](#).
- Is limited to a maximum of three subject areas per permit.
- For assignments in special education, schools should utilize the existing [Special Education Personnel Approval System](#).
- Can be renewed with [effective or highly effective ratings](#) in the assigned area a maximum of three times, allowing a substitute to serve in the assigned area for a maximum of four years.

### Expert Substitute Permit:

- **Is not approved for assignments of more than 0.5 FTE**
- Requires the individual to have demonstrated [unusual distinction or exceptional talent](#) in the field of specialization that will be taught.
- Requires the individual to have at least 5 years of successful [work experience](#) in the field of specialization to be taught.
  - An individual who teaches a world language is exempt from this work requirement, but is required to demonstrate oral language proficiency by passage of an appropriate state approved world language oral examination.
- If the assignment is in a [core discipline area](#):
  - The individual must have a corresponding [major](#) or passing scores on a state approved subject area [test](#).
  - Requires the individual to hold a [bachelor's degree or higher](#) from a [regionally accredited](#) institution.
- If the assignment is in a non-core subject area the individual must **either**:
  - hold a corresponding business or industry license; and

- at least [90 semester hours](#) of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two or four-year colleges or universities.
- OR**
- hold a [bachelor's degree or higher](#) from a regionally accredited institution.
  - Can be renewed with [effective or highly effective ratings](#) in the assigned area.
  - It is *recommended* that the district/school assign a [mentor](#) teacher.

## How do I obtain a permit for a substitute teacher in my school?

- Step 1. Establish that a properly certified and endorsed teacher is not available.
- Step 2. While continuing to search for qualified job candidates, determine the appropriate permit (or permits) needed for the candidate using the [Permit Eligibility Record](#). A [Daily Substitute Permit](#) may be used to transition a candidate into a Full-Year [Basic](#) or [Shortage](#) Substitute Permit.
- Step 3. Complete all tasks related to confirming the requirements have been met for the permit (e.g. [background check](#) per school safety law).
- Step 4. Obtain appropriate access to the [Michigan Online Educator Certification System \(MOECS\)](#) as a [school user](#).
- Step 5. Log in to the system and select "Apply for Permit" from the menu of options.
- Step 6. Using the [Permit Eligibility Record](#) and all supporting documentation, respond to and verify each question asked within the MOECS permit application. Each question routes MOECS to the permit that best fits the circumstances.
- Step 7. Once submitted, depending on the requirements and the permit type, the application will indicate one of the following statuses:
- Pending Evaluation
  - Hold
  - Pending Payment (\$45)
  - Approved
  - Denied

Additional guidance on applying for permits can be found in the [Permits: How They Work](#) document.

## What documentation are districts required to submit to MDE or maintain locally to determine individuals' eligibility for substitute permits?

For the Full-Year [Basic](#), [Shortage](#) and [Expert](#) Substitute Permits, school districts may be required to submit any of the following types of documentation in order to determine whether an individual is eligible for an initial substitute permit or renewal:

- College or university transcripts
- Name & Personal Identification Code (PIC) of the mentor teacher
- Evidence of a formal observation
- Score report from an approved content area [test](#)
- Documentation specifying "[unusual distinction or exceptional talent](#)" (may vary)
- Copy of a [business or industry license](#)

It is important to note that in some cases (e.g., [Daily Substitute Permit](#)) the permit application does not require submission of documents to the Michigan Department of Education. In such cases, documentation to support the application must be maintained at the school or school district for future audit.

## When do substitute permits become valid?

All substitute permits are valid from the date of issuance through August 31 or the last day of the academic year for which they are issued, whichever date comes first.

A permit is **not valid** until it reaches the approved status. This includes the payment process. A non-certified, inappropriately endorsed individual cannot be placed in the assignment until the permit is issued and valid without jeopardizing State Aid funding.

Permits are **not valid** retroactively. Permits are only valid from the issue date forward to ensure compliance with Michigan law, including school safety laws.

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through [MOECS](#) or the [public verification site](#).

## Can substitute permits be renewed?

Each of the substitute permit types has its own requirements for renewal or extension. Renewal requirements for the Full-Year [Basic](#), [Shortage](#) and [Expert](#) Substitute Permits are included in the "[What are the different uses and requirements for each type of teacher permit?](#)" section of this document. Additional

guidance on requirements can be found in the [Permit Renewal](#) document. It is vital that administration, AND the candidate being considered for employment, understand the requirements for renewal or extension of each permit they are utilizing. Some renewal or extension requirements must be completed while the candidate is working in the assignment (e.g., effectiveness rating). Districts may apply for renewal of these permits through MOECS.

A substitute teacher working under a [Daily Substitute Permit](#) may have his or her placement [extended](#) beyond the limit of 90-calendar days in a single teaching assignment if the teacher of record is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is unavailable. As noted above, a formal satisfactory observation and assignment of a mentor teacher are required. Districts must apply for extensions through MOECS. The [Daily Substitute Permit](#) is not renewable, and districts must apply for a new [Daily Substitute Permit](#) each year.



## Appendix 1: Permit Eligibility Record

The Permit Eligibility Record is designed to guide a school's administration and staff in determining the most appropriate permit to seek when a properly certified and endorsed teacher is not available.

To better understand the uses and differences between each of the permits, please reference the ["What are the different uses and requirements for each type of teacher permit?"](#) section of this document. For definitions of all terms used in the Permit Eligibility Record, please consult [Appendix 2: Glossary](#).

It is vital that administration AND candidates being considered for employment, understand the requirements for [renewal or extension](#) of each permit they are utilizing.

The permit system is strategically designed to meet both immediate staff needs ([Daily Substitute Permit](#)) as well as a transition into longer term staffing needs. The [Daily Substitute Permit](#) can be easily obtained using the [Michigan Online Educator Certification System \(MOECS\)](#) and can be used to fill an immediate need as requirements are met to qualify for a Full-year (either [Basic](#) or [Shortage](#)) Substitute Permit.

### Directions for Using the Permit Eligibility Record:

- Step 1. Identify the candidate for whom a permit is being sought.
- Step 2. Identify the academic year (e.g., 2016-17) that the candidate would be needed to begin the assignment.
- Step 3. Select the desired permit type for the candidate. If a renewal/extension may be needed, take note of the number allowable.
- Step 4. Check off the requirements that have been met in the column for the initial permit.
- Step 5. Make note of any missing requirements and requirements that lend themselves to extension, renewal or obtaining a different type of permit.
- Step 6. Complete all tasks related to confirming the requirements have been met for the permit (e.g. background check per school safety law) to be requested.
- Step 7. Apply for the permit using the [Michigan Online Educator Certification System \(MOECS\)](#).
- Step 8. Submit supporting documents as needed to verify the application.
- Step 9. Identify the date the permit was granted. Note: The permit is **not valid** until it reaches the approved status. This includes the \$45 payment process. A non-certified, inappropriately endorsed individual cannot be placed in the assignment until the permit is issued and valid without jeopardizing State Aid funding.

Step 10. Monitor candidate's progress towards meeting potential renewal or extension requirements and/or continue to seek a certified and properly endorsed teacher.

Step 11. Repeat process as needed to transition to another permit OR for renewal/extension.

Permits are granted to an employing school or school district. They are not portable between schools and are not held by an individual. There is no printable paper authorization. Verification of an issued permit is completed either through the MOECS or the public verification site.

Individuals who do not meet the requirements of the regular permit system and are employed under MCL 380.1233b (9-12 limited areas), section 1233c (Detroit), 380.1531f (tribal agreement) or foreign memorandum of understanding must be working directly with the Office of Professional Preparation Services to ensure compliance with these very specific laws and circumstances.

# PERMIT ELIGIBILITY RECORD

Educator's Name

Last Updated 11-22-16

Beginning Academic Year



**SYMBOL KEY**

REQUIRED IN ALL SITUATIONS  
 REQUIRED IN SOME SITUATIONS:  
 CORE vs.  NON-CORE

| DATE GRANTED:                      | DAILY                    |                          | EXPERT                              |                                     |                                     | FULL-YEAR SHORTAGE                  |                                     |                                     | FULL-YEAR BASIC                     |                                     |                                     |
|------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
|                                    | 90 calendar days         | Extension                | 1st Renewal                         | 2nd Renewal                         | 3rd Renewal                         | 1st Renewal                         | 2nd Renewal                         | 3rd Renewal                         | 1st Renewal                         | 2nd Renewal                         | 3rd Renewal                         |
| BACKGROUND AND FINGERPRINT         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 90 COLLEGE CREDITS                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BUSINESS OR INDUSTRY LICENSE       | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BA OR HIGHER                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| MAJOR OR TEST EXPERTISE            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| PROGRAM ENROLLMENT                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| +6 CREDITS IN PROGRAM              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| MENTOR ASSIGNED                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| PROFESSIONAL CERTIFICATE OR HIGHER | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| EFFECTIVE EVALUATION OR HIGHER     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 5 YEARS' WORK EXPERIENCE           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |

**1** Select desired permit type or renewal at right

**2** Check off requirements met below

**3** All checked? Apply! But be careful for term and FTE limits!

**TERM LIMIT**

**FTE LIMIT**

90 calendar days 1.0

One academic year 0.5

One academic year 0.5

One academic year 1.0

## Appendix 2: Glossary

*Additional 6 credits* – For the purpose of certain permit renewals, credit earned toward the completion of an approved teacher preparation program; these credits must be new, earned from a [regionally accredited](#) college or university, and in addition to what was completed for any previous renewal.

*BA or Higher* – In some instances a permit will require an earned bachelor's degree. An advanced degree would also be acceptable. This degree must be from a [regionally accredited](#) college or university.

*Background and Fingerprinting* – [Background checks and fingerprinting](#) are required in accordance with MCL 380.1230g.

*Business or Industry License* – The [Michigan Department of Licensing and Regulatory Affairs](#) issues licenses to individuals within other fields of business and industry, from dance studios to physical therapists.

*Core Subject Areas* – The following have been designated as core subject areas by MDE: Art, Civics & Government, Economics, English, Foreign Languages, Geography, History, Language Arts, Mathematics, Music, Reading, Sciences

*Effective Evaluation or Higher* – Individuals working under Full-year Substitute Permits and Expert Substitute Permits meet the definition of a teacher and therefore should be evaluated accordingly. For more information on teacher evaluations refer to [Public Act 173 of 2015](#).

*Experience (5 years)* – Work in the field of business or industry related to the course being taught is required for the [Expert Substitute Permit](#). While there is no time frame in which this experience has occurred, it is required that there be a minimum of 5 years.

*Expertise* – Expertise is required for the [Expert Substitute Permit](#) and may take a variety of forms. Documentation will be required and cannot simply be anecdotal.

*FTE Limit* – Full Time Equivalency is a limitation set on both the [Full-year Shortage Substitute](#) and the [Expert Substitute Permits](#). The intent of these permits is not to fill a full-time position, but rather focus on a gap in staffing where a shortage exists or to provide a unique learning opportunity for students utilizing someone who works in another field of business or industry. A 0.5 FTE may include 1-3 courses/hours per day OR even one day per week of instruction.

*Major or Test* – A major has been determined to be equivalent to 30 semester credit hours in a specific content area. A test may vary depending on the content area, but typically includes the [Michigan Test for Teacher Certification](#). The verification of major or passing test score is necessary to ensure content knowledge in core subject areas.

*Mentor* – A mentor is a teacher with three or more years of successful teaching experience and ideally experience and expertise in the content or specialty area for which the mentee is assigned. In situations where similar content area expertise is not available, a mentor with teaching experience and experience serving a similar student population is preferred.

*90 College Credits* – All substitute permits require that an individual have completed at least 90 semester hours of satisfactory credit (defined as a grade of 'C' or higher) combined from one or more [regionally accredited](#) colleges or universities.

*Professional Certificate or Higher* – The holder of a Professional, Advanced Professional Teaching, Continuing, Permanent or Life certificate has had the opportunity to teach, in the area or areas for which they have been prepared as a part of their teacher preparation program, for a minimum of three years.

*Program Enrollment* – Enrollment in a program typically involves either a letter from a university stating enrollment OR a transcript indicating a course is in progress. Additionally, enrollment could be verified by documentation of registration and payment verification for an upcoming course.

*Regionally Accredited* – A college or university that is accredited by one of the regional accrediting agencies recognized and published by the [Council for Higher Education Accreditation](#). Most Michigan colleges and universities, including community colleges, are regionally accredited through the [Higher Learning Commission of the North Central Association of Colleges and Schools](#).

*Shortage* – A shortage area is one in which posting and advertising for the assignment has produced no qualified candidate and that the lack of a qualified individual jeopardizes the instructional needs of the students.

*Term Limit* – The [Daily Substitute Permit](#) has a term limit of 90-calendar days. The permit cannot be utilized for more than the set term limit. If additional days are needed, a different permit type should be sought and/or an [extension](#) requested.