

Permit Renewals

Application:

All applications for permits and permit renewals are processed and managed through the [Michigan Online Educator Certification System \(MOECS\)](#). Educators themselves cannot apply for permits; only the employing school (or contracted third party agency) can apply for permits to employ non-certified/endorsed individuals. For detailed guidance on applying for permits, please review the [Permits - How They Work](#) document.

Please note that the application **must** be approved and the fee paid before the permit is considered valid for an assignment.

Daily Substitute Permit:

- The Daily Substitute Permit is non-renewable.
- An extension of the Daily Substitute Permit is available under extenuating or emergency situations within a single school year.
- A new Daily Substitute Permit must be applied for each school year.
- A Daily Substitute Permit Extension may not be renewed.

The following year-long substitute permits authorize a non-certified/endorsed individual to teach up to a maximum of 4 years in the same assigned area.

Renewing a Full-Year BASIC Substitute Permit:

- Renewal 1:
 - Effective or highly effective ratings in the assigned area(s).
 - Evidence of enrollment in a state approved teacher preparation program leading to certification.
- Renewal 2:
 - A minimum of 6 semester credit hours towards completion of the program.
 - Effective or highly effective ratings in the assigned area(s).
- Renewal 3:
 - A minimum of 6 semester credit hours towards completion of the program.
 - Effective or highly effective ratings in the assigned area(s).

Renewing a Full-Year SHORTAGE Substitute Permit:

- Up to 3 renewals with effective or highly effective ratings in the assigned area.

Expert Substitute Permit:

- Unlimited renewals with effective or highly effective ratings in the assigned area.
- It is *recommended* that the district/school assign and maintains a mentor teacher for this individual.

Additional permit information can be found on the [Facts About Michigan Substitute Permits](#) guidance document.