



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

BRIAN J. WHISTON  
STATE SUPERINTENDENT

**MEMORANDUM**

Date: October 6, 2016

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

FROM: Venessa A. Keesler, Ph.D. *V. Keesler*  
Deputy Superintendent, Division of Educator, Student, and School  
Supports

SUBJECT: Substitute Teacher Permit Retroactivity

In July 2016, the Office of Professional Preparation Services (OPPS) announced the introduction of modifications to the existing set of permits available to schools. A guidance document called [Facts about Michigan Substitute Permits](#) is available to assist schools in selecting and applying for the correct permits before placing an individual in an assignment. An educator may not fill an open assignment, even temporarily, without a valid certificate or permit.

It is important to recognize that educator permits are **not** retroactive. In accordance with Michigan Compiled Law (MCL) 380.1231 and 380.1233, schools must ensure that a teacher holds a valid certificate or permit **at the time** that she/he begins a teaching assignment. MCL 388.1763 requires a deduction of state aid to the school or district when an educator is placed in an assignment without a valid certificate or permit.

To avoid a deduction, please be proactive in applying for permits through the Michigan Online Educator Certification System (MOECS) or your staffing agency. Please contact our help desk with any questions regarding permits at 517-373-3310 or [moeccsupport@michigan.gov](mailto:moeccsupport@michigan.gov).

cc: Michigan Education Alliance

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