



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

MEMORANDUM

DATE: October 26, 2023

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

FROM: Delsa D. Chapman, Ed.D., Deputy Superintendent 
Division of Educator, Student, and School Supports

SUBJECT: Full-Year Basic Substitute Permit Renewal Waiver

In this time of teacher shortage, this memorandum serves as a notice to intermediate school districts and local education agencies, both traditional public school districts and public school academies, that specific requirements for the Full-Year Basic Permit renewal have been waived for the 2023-24 academic year.

Under Michigan's Teacher Certification Code ([R 390.1142\(5\)](#)), a Full-Year Basic Substitute Permit can be renewed three times (for a total of four years) and can provide a bridge to obtaining a teaching certificate or endorsement. In addition to providing a mentor and an effective or highly effective evaluation, the Full-Year Basic Substitute Permit renewals require either enrollment in coursework leading to certification at a state-approved preparation provider (1st renewal) or completion of six semester credit hours in a state-approved preparation program leading to certification (2nd and 3rd renewals).

In anticipation of a change to [R 390.1142\(2\)\(d\)\(ii\)](#) and in accordance with Michigan Compiled Law (MCL) [380.1281\(3\)](#), the state superintendent has waived the requirement to complete six semester credit hours, provided that the permitted individual is making progress toward certification and is receiving necessary supports from their employing district. This waiver is in effect for three academic years (2023-24, 2024-25, and 2025-26) or when administrative rules are amended, whichever comes first.

Progress toward certification unrelated to course credit could include the following:

- continued Michigan Test for Teacher Certification (MTTC) preparation;
- improved MTTC test scores as evidenced by official reports;
- non-credit-bearing progress in an alternative route program; and
- Educator Preparation Program (EPP) enrollment with course registration for a future class on a course catalog (e.g., a course not offered this semester or offered during a time that a teacher employed full-time could attend).

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To be issued a Full-Year Basic Permit renewal under this waiver, districts must follow the steps specified in this [guidance document](#).

Additional information on staffing flexibilities can be found on the Michigan Department of Education's [Permits and Placement webpage](#) or by contacting MDE-EducatorHelp@Michigan.gov.

cc: Michigan Education Alliance
Confederation of Michigan Tribal Education Departments