

# FACTS ABOUT MICHIGAN TEACHER PERMITS



**MICHIGAN DEPARTMENT OF EDUCATION  
OFFICE OF PROFESSIONAL PREPARATION SERVICES**

**2014**

## **INTRODUCTION**

Under R 390.1105 of the *Teacher Certification Code*, all persons providing instruction at the elementary and secondary levels must hold a certificate, permit, or vocational authorization valid for the teaching assignment.

This means that public schools, public school academies, and nonpublic schools are required to first seek a teacher who holds a valid Michigan teaching certificate appropriate for the assignment. However, if a school district or school cannot find an appropriately certified teacher to fill a vacancy or for a substitute teaching assignment, it may be able to obtain a teacher permit under Part 4 of the *Teacher Certification Code*.

There are four types of teacher permits issued in Michigan: the substitute, full-year, emergency permit, and expert in residence permit. In addition, Section 1233(b) of PA 289 of the Public Acts of 1995 established standards for the employment of noncertificated, nonendorsed teachers under certain conditions. However, a permit must be obtained for compliance.

## **SECTION I – BASIC INFORMATION ABOUT TEACHER PERMITS**

- Teacher permits are only issued to local and intermediate school districts, public school academies, and nonpublic schools (district/school).
- Teacher permits are not certificates, but are approvals that authorize a district/school to employ an individual without appropriate certification in a regular or extended teaching assignment or as a day-to-day substitute teacher. **There is no certificate issued to the individual.**
- Teacher permits are issued by the Michigan Department of Education, Office of Professional Preparation Services.
- Noncertified individuals who wish to be employed as a teacher or as a substitute teacher must apply directly to the district/school in which they would like to teach.
- The district/school must apply to the Michigan Department of Education for the permit.
- Districts/schools must apply for permits through the Michigan Online Educator Certification System (MOECS)
- **Applications for all teacher permits must be approved and paid for prior to first day of instruction. Districts/schools that place individuals in teaching assignments without proper authorization are subject to a state aid penalty authorized by MCL 388.1763.**
- Permits are valid only for the school year for which they are approved and expire on August 31.

- Permits are valid only for teaching in the district/school that applied for and received the permit approval for the individual.
- If a substitute permit is issued to an intermediate school district or regional educational service agency (ISD/RESA), the person for whom the permit is obtained may serve as a substitute in any constituent district/school within that ISD/RESA.
- PA 144 (2007) established a \$45 fee for teacher permits. An individual will be assessed only one \$45 substitute permit fee per school year, even if more than one district/school has applied for and received a substitute permit for that individual.
- All teacher permits can be renewed if specific requirements are met and procedures followed.
- A criminal history check may be required for a teacher permit applicant. (Employing district or school will provide instructions, if applicable.)
- Individuals that hold valid Michigan teaching certificates are not required to have a permit to substitute teach in short-term assignments of 90 CALENDAR days (weekends, holidays, every day counts) or less outside of the grade level and subject area validity of their teaching certificates.
- **Districts/Schools that contract with private employment agencies for their substitute teachers must still obtain substitute permits for substitute teachers working in their district/school who do not hold valid Michigan teaching certificates.**

## **SECTION II – TYPES OF TEACHER PERMITS AND REQUIREMENTS**

### **The Substitute Permit:**

- Authorizes a district to employ a person who does not hold a valid Michigan teaching certificate as a substitute teacher on a day-to-day basis when the regular teacher is temporarily absent.
- **Is not valid for a regular or extended teaching assignment, which is defined as an assignment to the same classroom for more than 90 CALENDAR days (weekends, holidays, every day counts).**
- Requires completion of at least 90 semester hours of satisfactory credit (grade 'C' or better) consolidated at a regionally accredited four-year college or university (135 term credits equate to 90 semester hours).

- Requires credits to have been completed at or transferred to a four-year, regionally accredited college or university; credit cannot be accepted directly from a community college.
- Is valid until August 31<sup>st</sup> of the school year for which the permit is approved.
- May be renewed by the district/school each school year.
- Substitutes are not to be placed in any teaching assignment prior to the permit application submission in MOECS and payment completed.
- Any individual with convictions are not to be placed into subbing assignments prior to clearance by OPPS.

### **The Full-Year Permit:**

- Authorizes a district/school to employ a person who does not hold a valid Michigan teaching certificate, or a certificate that is appropriate for the assignment, in a regular or extended teaching assignment (defined as an assignment to the same classroom for more than 90 calendar days).
- Is valid for teaching in the approved grade(s) and/or subject(s) until August 31 of the school year for which the permit is approved.
- Requires the individual to hold a bachelor's or higher degree from an approved regionally or nationally accredited teacher preparation institution.
- **Requires the individual to have an academic major or to pass a State Board approved content area test in the subject to be taught if the assignment is in a core academic subject.**
- Requires the individual to have completed an approved elementary education program or passed the Michigan Test for Teacher Certification (MTTC) elementary education content area test if the assignment is in a **self-contained special education** classroom, as per ESEA/NCLB.
- Requires the district/school to provide documentation that the position vacancy notice was posted at college and university placement offices and advertised in the mass media, and that an appropriately certified teacher was not available for the assignment.
- Requires the district/school to assign a mentor teacher with experience and expertise in the specialty area to the individual.
- May only be renewed for a maximum of four school years if:

- The individual completes a minimum of six additional semester hours of credit toward appropriate certification each school year.
- The individual has been assigned a mentor teacher
- The individual passes the MTTC basic skills and appropriate subject area tests (if applicable) within three years of employment under the full-year permit.
- Requires individuals employed under a full-year permit to become fully certified for the assignment within four years to continue teaching in the assignment.

### **The Emergency Permit:**

- **Is not approved for core academic subject areas (with regards to NCLB), or for Special Education assignments.**
- Is issued only in situations that qualify as an “emergency” **because the lack of a teacher will deprive children of an education.**
- Authorizes a district/school to employ a person who does not hold a valid Michigan teaching certificate, or does not meet the requirements for a full-year permit, in a regular or extended teaching assignment.
- Is valid for teaching in the approved grade(s) and/or subject(s) until August 31st of the school year for which the permit is approved.
- Requires the individual to hold a bachelor’s or higher degree **in the content to be taught** from a regionally or nationally accredited college or university; **OR** to be currently enrollment in an approved teacher preparation program and have completed at least 90 semester hours of credit toward appropriate certification.
- Requires the district/school to verify that it has posted the position vacancy notice at college and university placement offices and in the appropriate mass media, and that an appropriately certified teacher or an individual who meets full-year permit requirements is not available for the assignment.
- May only be renewed if the district/school provides sufficient evidence that:
  - It has continued to post and advertise the position and is still unable to find an appropriately certified teacher for the assignment.
  - The emergency situation continues to exist.

- The individual is currently enrolled in an approved teacher preparation program and has completed a minimum of six additional semester hours of credit toward appropriate certification.
- The individual has been assigned a mentor teacher.

**The Expert-In-Residence Permit:**

- Authorizes a district/school to employ a person who does not hold a valid Michigan teaching certificate, or a certificate that is appropriate for the assignment, in a regular or extended teaching assignment (defined as an assignment to the same classroom for more than 90 calendar days). The individual does not meet the eligibility requirements of a full year or emergency permit.
- Is valid for teaching in the approved grade(s) and/or subject(s) until August 31 of the school year for which the permit is approved.
- Is valid for teaching assignments of no greater than two (2) hours per day.
- Requires the individual to hold a bachelor's or higher degree from an approved regionally or nationally accredited teacher preparation institution recognized by the United States Department of Education.
- 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 immediately preceding 7-year period 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 appropriate world language oral examination.**
- Requires the individual to have completed an orientation to teaching that includes classroom management, instructional strategies, and working with diverse learners.
- May be renewed without requiring re-posting and advertising of the position.

**SECTION III – AUTHORIZATION TO EMPLOY NONCERTIFICATED, NONENDORSED TEACHERS IN RESTRICTED SUBJECT AREAS**

Section 1233b of Public Act 289 (1995) authorizes the employment of a noncertificated, nonendorsed teacher **in grades 9-12** in the subject areas of COMPUTER SCIENCE, FOREIGN LANGUAGE, MATHEMATICS, BIOLOGY, CHEMISTRY,

ENGINEERING, PHYSICS, AND ROBOTICS. However, the district/school must obtain a permit for compliance.

To qualify for a permit under the provisions of Section 1233(b), the following requirements must be met:

- The individual must have a bachelor's degree from an accredited postsecondary institution.
- The individual must have a major or a graduate degree in the field of specialization in which he or she will teach.
- The individual must have, in the five-year period immediately preceding the date of hire, not less than two years of occupational experience in the field of specialization in which he or she will teach. **(Teaching experience is not considered occupational experience in the field of specialization.)** Those who will teach in the area of foreign language are exempt from this requirement.
- The employing district/school must verify that it has posted and advertised the position and has been unable to find an appropriately certified teacher for the assignment.

**A permit issued under the provisions of Section 1233(b) may only be renewed if the individual:**

- Is continually enrolled and completing credit toward appropriate certification
- Has passed both the basic skills and subject area examinations (if a subject area examination exists) in the field of specialization in which he or she will be teaching.

#### **SECTION IV – COMMONLY ASKED QUESTIONS**

**1. How is a teacher permit obtained?**

Districts/schools must apply for permits through MOECS. (See Attachment A for additional information about applying for permits through MOECS.)

**2. Is there an application fee for permits?**

Yes, PA 144 (2007) established a \$45 fee for all types of teacher permits.

**3. Who can apply for and receive a permit to serve as either a regular teacher or a day-to-day substitute teacher?**

Teacher permits are issued only to school districts/schools. Only a school district or school can apply for a teacher permit.

**4. What is the validity period of a teacher permit?**

Permits are valid only for the school year for which they are approved and expire on August 31st.

**5. Can teacher permits be renewed from year to year?**

Yes. See Sections II and III of this document for detailed information on the requirements for renewing the various teacher permits.

**6. Can an ISD/RESA apply for teacher permits for the local districts/schools in its service area?**

Yes. ISDs/RESAs often provide a list of available substitutes to all districts/schools within their service area. Some of the names on the list may be certified teachers. However, the ISD/RESA must have obtained permits for those persons on the list who do not hold a **valid** Michigan teaching certificate.

**7. If a noncertified teacher substitute teaches in several different districts/schools, must a substitute permit be obtained by each of these districts/schools?**

Yes. However, if the permit is obtained by the ISD/RESA, it is valid for teaching at all the constituent districts/schools within that ISD/RESA.

**8. Must a noncertified teacher pay more than one substitute permit fee if the individual substitute teaches for several districts/schools?**

No. A noncertified teacher is assessed only one \$45 application processing fee per school year, even if more than one district/school has obtained a substitute permit for the individual.

**9. Can districts/schools contract with private employment agencies to supply their substitute teachers?**

Yes. However, districts/schools are still responsible for obtaining substitute permits for substitute teachers working in their district/school that do not hold valid Michigan teaching certificates.

**10. Is it necessary for a district/school to apply for a permit to employ a person who holds a valid Michigan teaching certificate as a substitute teacher?**

No. Individuals who hold valid Michigan teaching certificates may substitute teach under the validity of their teaching certificates. The district/school is not required to obtain a permit for certified teachers that substitute teach in short-term assignments of 90 calendar days or less outside the grade level and subject area validity of their teaching certificate.



**11. Must a district/school request a teacher permit for an adult education class if an appropriately certificated teacher is not available?**

Yes. Existing policy mandates the employment of certificated teachers for adult education classes, except enrichment classes. (See Attachment B.)

**12. When applying for a permit, what documents must be submitted to the Michigan Department of Education by the district/school requesting the permit?**

- If applying for any permits other than substitute, the district/school must submit an official transcript of credit completed.
- If applying for a permit under Section 1233(b), the district/school must submit an official transcript of credit completed. In addition, the district/school will need to provide verification of recent work experience in the field of specialization that will be taught (except for foreign languages), **or** verification that the applicant is currently enrolled and completing credit toward appropriate certification in an approved teacher preparation program.
- If applying for a substitute permit, the district/school does not need to submit any documentation to the Michigan Department of Education. However, the district/school must keep a copy of the individual's official transcript on file for audit purposes.
- If "Yes" is checked on the conviction question, the district/school must submit court documents to the Michigan Department of Education before the permit can be approved, regardless of whether the application is for a substitute, full-year, emergency, Expert in Residence, or Section 1233(b) permit.

**13. Can a district/school be penalized for employing a noncertificated, nonendorsed person to teach when a permit has not been obtained?**

Yes. The State Aid Act provides for a financial penalty for any district/school that employs a person to teach who does not have either a valid Michigan certificate appropriate for the assignment or has not been approved for the appropriate permit.

**14. If a district/school contracts with a private employment agency for its substitute teachers, can the district/school be penalized if the substitute teacher does not hold a valid Michigan teaching certificate and the district/school has not obtained a substitute permit for the individual?**

Yes. Districts/schools that contract with a private employment agency for their substitute teachers are still responsible for obtaining a substitute permit for individuals substitute teaching in their district/school that do not hold a valid Michigan teaching certificate.

**15. *Is there a maximum number of days an individual can teach under a substitute permit?***

No. A noncertified individual may substitute teach on a day-to-day basis for the entire school year under a substitute permit. The district/school may also employ the substitute teacher in short-term summer school teaching assignments under the substitute permit. **However, the individual cannot substitute teach in the same assignment for more than 90 calendar days (every day on the calendar counts) during the school year under the substitute permit.**

**16. *Can the permit be rescinded?***

Yes. If the individual does not pay the \$45 application processing fee within 30 days of the date that the permit is approved, the permit will be rescinded and the district/school must discontinue the employment of that person in the assignment. However, if the individual has a valid Michigan teaching certificate and is working as a day-to-day substitute teacher, the district can continue employing that person as a substitute teacher under the validity of his/her Michigan teaching certificate.

**17. *Can a rescinded permit be reinstated?***

Yes. A permit that has been rescinded will be reinstated upon receipt of the \$45 payment.

**18. *Can the experience obtained as a substitute teacher count toward the three years of successful teaching experience required for the Professional Education teaching certificate?***

Yes. However, experience acquired as a substitute teacher must be within the validity of the person's area of certification and completed after the issuance of his/her Michigan Provisional teaching certificate to be counted toward the Professional Education certificate. In addition, the employing district/school must verify the number of days that the individual substitute taught in his/her area of certification and must indicate whether the experience was satisfactory.

**19. *What constitutes a full day of teaching experience as it applies to the experience requirement for the Professional Education certificate?***

One half or more of a teaching day is the equivalent of a full day of teaching experience; but regardless of the number of hours worked, no more than one day can be earned in a calendar day. One hundred fifty (150) days is the equivalent of a year of teaching experience. However, no more than one

year of teaching experience can be earned in a calendar year. Also, summer school teaching can apply when it is not both immediately preceded and followed by a regular school year during which 150 or more days are taught.

## HOW TO APPLY FOR A MICHIGAN TEACHER PERMIT

Districts/schools must apply for teacher permits through the Michigan Online Educator Certification System (MOECS). The following steps need to be taken in order for the district/school to obtain access to MOECS and apply for teacher permits:

1. Go to [www.michigan.gov/moecs](http://www.michigan.gov/moecs)
2. Click on the "Create new Login Name/Password" link\*  
**\*If you already have a Michigan Education Information Systems (MEIS) account, DO NOT create a new login name and password. You can log into MOECS using the login name and password that is associated with your MEIS account.**
3. Follow the instructions and provide the required information to create your login name and password.
4. Print the confirmation page that contains your login name, password, and Michigan Education Information Systems (MEIS) account number.
5. Click on the link to return to MOECS.
6. Log into MOECS using the login name and password that you created.
7. After logging in, select "School District User" from the dropdown list.
8. Click on the "MEIS Security Agreement Form for School District/School Users" link.
9. On the next screen, click on the appropriate security agreement form. (School district/school personnel should select the school districts/schools form; management company personnel should select the charter school management companies form; substitute teacher employment agency personnel should select the substitute staffing agencies form.)
10. Complete the security agreement form and print a copy of the form.
11. Sign the form as the authorized user, and have the district/school Superintendent/Administrator or management company CEO sign the form.\*\*  
**\*\*If the district/school is authorizing an employee of a substitute staffing agency to apply for and manage substitute permits on behalf of the district/school, a letter (on the district's/school's letterhead and signed by the Superintendent) stating that the user has authorization to apply for and manage substitute permits on behalf of the district/school must be submitted with the security agreement form.**
12. You will receive a confirmation e-mail once you have been given authorization to access MOECS.

13. Once the confirmation e-mail has been received, log into MOECS again, using the login name and password associated with your MEIS account.
14. Select "Apply for Permit" from the left navigation menus.
15. The menu expands to include "Apply for New Permit," "Apply for Permit Renewal," and "Manage Permits."
16. Click on "Apply for New Permit" if you are applying for a new permit, or click on "Apply for Permit Renewal" if you are renewing permits that were issued the previous school year.
17. Select the type of permit that you are applying for or renewing from the dropdown list.
18. Follow the instructions and answer all the questions.
19. Once you have completed the application process, a summary of your application will appear on the screen (unless you are renewing substitute teacher permits in bulk).
20. Review the summary and make sure that all the information and answers that you provided are correct.
21. After you have determined that the information on the application is correct, click on "continue."
22. Read the advisory and check the boxes to verify that you have read and understood the advisory and that the information on the application is correct and true.
23. Enter your electronic signature and submit the application.
24. Once the permit application has been successfully submitted, you will receive a confirmation message.
25. If the district/school applied for a substitute teacher permit and answered "No" on the conviction question, the substitute teacher will receive an e-mail containing a link to pay the \$45 application processing fee once the application has been successfully submitted.
26. If the district/school applied for a substitute permit and answered "Yes" on the conviction question, the district/school must submit court documents to the Michigan Department of Education before the permit can be approved.
27. If the district/school applied for a full-year permit, emergency permit, Expert in Residence, or Section 1233(b) permit, the district/school is required to send supporting documentation to OPPS before the application can be reviewed.

28. Once the required documents are received and the full-year, emergency, Expert in Residence, or Section 1233(b) permit is approved, the individual will receive an e-mail that contains a link to pay the \$45 application processing fee.

Revised October, 2012

OFFICE OF PROFESSIONAL PREPARATION SERVICES  
ADULT EDUCATION TEACHING AND CERTIFICATION  
FOR PROGRAMS SERVICING K-12 STUDENTS

Enrichment classes – No certificate required.

High school completion credit classes – Requires appropriate certification.\*

Regular adult education day assignment (half-time or more) – requires appropriate currently valid certificate in the same manner as any other regular teaching assignment.

Part-time (less than half-time) adult education day or evening assignments – can be taught under a substitute permit.

Approved vocational adult education classes – can be taught by occupationally certified teachers, or an annual authorization can be requested from the Office of Professional Preparation Services if an appropriately certified occupational teacher is not available.

Adult Basic Education

The local school district is required to determine who is qualified to teach in the Adult Basic Education Program and to make a determination as to whether an elementary or secondary certified person is used. Therefore, if a person holds either a valid elementary or secondary certificate, the school district would not be required to request a permit for that person to teach adult basic education classes. This interpretation is supported by Rule 5 of the *Teacher Certification Code*, which specifies that a person shall hold a certificate valid to the position to which he/she is assigned.

GED and Adult Learning Centers

GED programs and adult learning centers often teach multiple subjects in one classroom. If the school district is unable to find a secondary certified teacher who is certified to teach all the subject areas included in the program, the district must request a substitute permit to cover the assignments outside the teacher's certification area. If the teacher is not certified in at least one of the subject areas being taught in the program, the school would need to request a full-year permit in accordance with Rule 390.1142 of the *Teacher Certification Code*.

**\*Michigan Revised School Code, Section 1233.**