

Permit Eligibility Record Companion

Guidelines for Use:

The Permit Eligibility Record is designed to guide a school’s administration staff in determining the most appropriate permit 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 [About Michigan Substitute Permits](#) guidance document.

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.

Definitions:

Additional 6 credits – For the purpose of certain permit renewals, credit earned towards the completion of an approved teacher preparation program; these credits must be new 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 that is accredited by one of the regional accrediting agencies recognized and published by the [Council for Higher Education Accreditation](#).

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 Discipline Areas – The following have been designated as core discipline areas by MDE:

English	Mathematics	Economics	Geography
Reading	Sciences	History	Music
Language Arts	Foreign Languages	Civics & Government	Art

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:

<http://www.legislature.mi.gov/documents/2015-2016/publicact/pdf/2015-PA-0173.pdf>.

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 3 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.

Professional Certificate or Higher – The holder of the 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.

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.

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., 2018-19) 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 Michigan Department of Education to ensure compliance with these very specific laws and circumstances.