

Teacher Permit Options Overview

Daily Substitute Permit

- Used for INTERMITTENT daily substitute assignments when a teacher is temporarily [unavailable](#).
- Requires at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- **Is limited in a single teaching assignment to no more than 90-calendar days.**

A similar [Daily Substitute Authorization](#) is available for substitute assignments in non-CTE funded industrial technology education classrooms.

Extension of the Daily Substitute Permit

- A Daily Substitute Permit may be EXTENDED to provide additional coverage when the teacher is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is [unavailable](#).
- Requires at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- Requires a formal satisfactory observation.
- Requires the district/school to assign a mentor teacher.
- Limited to one additional 90-calendar days in the same teaching assignment.
- An Emergency Extension may be approved by the State Superintendent when/if circumstances warrant. Schools should review the [Daily Substitute Transition Plan](#) document prior to considering the Emergency Extension option.

The following substitute permits authorize a non-certified or endorsed individual to teach up to a maximum of 4 years in the assigned area:

Full-Year BASIC Substitute Permit

- Requires at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- If the assignment is in a core discipline area, the individual must have a corresponding major (or equivalent of 30 semester hours in the content area) on the transcript or passing scores on the state approved discipline area test.
- Requires the district/school to assign a mentor teacher.
- Can be renewed for subsequent years if the following conditions have been met:
 - Renewal 1:* Effective or highly effective ratings in the assigned area and enrollment in a state approved teacher preparation program leading to certification.
 - Renewal 2-3:* A minimum of 6 semester credit hours towards completion of the program. Note: This means 6 additional credit hours earned since the previous renewal.

Full-Year SHORTAGE Substitute Permit

- **Is only approved up to 0.5 FTE per teacher.**
- Requires the teacher to hold a Michigan Professional, Advanced Professional Teaching, Permanent, Life or Continuing Certificate.
- If the assignment is in a core subject area, the individual must have a corresponding major or passing scores on the state approved subject area test.
- Is limited to a maximum of three subject areas per permit.
- For assignments in special education, schools should utilize the existing [Special Education Personnel Approval System](#).
- Can be renewed with effective or highly effective ratings in the assigned area.

Full-Year EXPERT Substitute Permit

- **Is not approved for assignments of more than 0.5 FTE**
- 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 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 an appropriate state approved world language oral examination.
- If the assignment is in a core subject area:
 - The individual must have a corresponding major or passing scores on a state approved subject area test.
 - Requires the individual to hold a bachelor's or higher degree from an approved regionally accredited institution.
- If the assignment is in a non-core subject area the individual must **either**:
 - have completed at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two or four-year colleges or universities; and
 - hold a corresponding [business or industry license](#) if an applicable license is availableOR
 - holds a bachelor's or higher degree from an approved regionally accredited institution.
- Can be renewed with effective or highly effective ratings in the assigned area.
- It is *recommended* that the district/school assign a mentor teacher.

A full-year substitute permit is valid from the date of issuance through August 31st of the academic year in which it is issued.

Detailed guidance on permits can be found within the [Fact About Michigan Substitute Permits](#) document, along with guidance on obtaining the [School Administrator Permit](#). Utilize the [Permits: How they Work](#) guidance document for specific application directions.

Additionally, the [Michigan Administrative Rules for Special Education](#) (MARSE) authorizes MDE to grant temporary approval as a teacher of students with disabilities to individuals who hold a valid Michigan teaching certificate (R 340.1783). Similar to a permit, this [Special Education Approval](#) is applied for and obtained through MOECS.