

Permit Renewals

Application

All applications for permits and permit renewals are processed and managed through the [Michigan Online Educator Certification System \(MOECS\)](#). Educators themselves cannot apply for permits; only the employing school (or contracted third party agency) can apply for permits to employ non-certified/endorsed individuals. For detailed guidance on applying for permits, please review the [Permits - How They Work](#) document.

Please note that the application **must** be approved, and the fee paid, before the permit is considered valid for an assignment.

Daily Substitute Permit

- The Daily Substitute Permit is non-renewable.
- An extension of the Daily Substitute Permit is available under extenuating situations within a single school year.
- A new Daily Substitute Permit must be applied for each school year.
- A Daily Substitute Permit Extension may be requested for single teaching assignments lasting longer than 90-calendar days.
- An Emergency Daily Substitute Permit Extension may be available in certain cases. Schools should review the [Daily Substitute Transition Plan](#) document for guidance on support of permitted educators in long term assignments.

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

Renewing a Full-Year BASIC Substitute Permit

- Renewal 1:
 - Effective or highly effective ratings in the assigned area(s).
 - Evidence of enrollment in a state approved teacher preparation program leading to certification.
- Renewal 2:
 - A minimum of 6 semester credit hours towards completion of the program.
 - Effective or highly effective ratings in the assigned area(s).
- Renewal 3:
 - A minimum of 6 semester credit hours towards completion of the program.
 - Effective or highly effective ratings in the assigned area(s).

Renewing a Full-Year SHORTAGE Substitute Permit

- Up to 3 renewals with effective or highly effective ratings in the assigned area.

Expert Substitute Permit

- Unlimited renewals with effective or highly effective ratings in the assigned area.
- It is *recommended* that the district/school assign and maintains a mentor teacher for this individual.

Additional permit information can be found on the [Facts About Michigan Substitute Permits](#) guidance document.

Additional information on the requirements for Michigan teacher certification can be found on the [Becoming a Michigan Teacher](#) guidance document.

Additional information on the requirements for adding an endorsement to a Michigan teaching certificate can be found on the [Adding an Endorsement](#) guidance document.