

SUBSTITUTE TEACHING PERMIT - INSTRUCTIONS / INFORMATION

Permits are issued to Marquette-Alger RESA and are valid for use in the schools in Marquette and Alger counties. Permits are not held by an individual, there is no printable paper authorization. Permits are issued by the state of Michigan on an annual basis and are valid from the date of approval through the end of the academic school year.

1. **Complete the application forms** numbered one through eight. ***DO NOT SIGN THE FORMS*** Your signatures will be witnessed and notarized upon submission of your application materials at Marquette-Alger RESA.

2. **Fingerprinting for School Employment is Required.** Please use the LiveScan form (#7).

Unless, you are a substitute teacher or a teacher in Michigan, have current Michigan School Employment and FBI fingerprints on file (dated after January 1, 2006), and have not allowed a lapse of employment between substitute teaching permits or active school employment; we will request a copy of your print results from your former district or agency (form #6).

Digital fingerprint scanning is available in Marquette at:

- a. The **City of Marquette Police Department** is currently scanning fingerprints at a cost of \$80 (as of 5/18/23). Marquette Police Department Non-Emergency/Office Telephone Number: 906-228-0400
- b. **IdentoGO** is also scanning fingerprints for School Employment at a cost of \$68.25 (as of 5/18/23). You must make an appointment through the [IdentoGO website](http://marketing-appserver-prod-alb-155151427.us-east-1.elb.amazonaws.com/locations/michigan). Their website address is: <http://marketing-appserver-prod-alb-155151427.us-east-1.elb.amazonaws.com/locations/michigan>

The cost of fingerprinting is subject to change and is the responsibility of the applicant. You may contact your local law enforcement department for digital fingerprint scanning availability. You will need to enter our agency ID, which is **10192P**, when you make an appointment. You must take the completed "Livescan Fingerprint Request Form" (#7 in the application packet) and a picture ID to your appointment. Fingerprinting will NOT be done without this form.

3. **IF AN APPLICANT HAS A "HIT" ON THEIR BACKGROUND CHECK**

The applicant is required to provide the following documentation to Marquette-Alger RESA upon the submission of application documents or notice of a "Hit" for submission to the Michigan Department of Education:

1. A detailed description of the circumstances surrounding the action
2. **ONE** of the following court documents:
Judgment of sentence OR Register of actions OR Certificate of conviction OR Copy of court docket

4. **Official transcripts are required.** Official transcripts with 60 or more earned semester credit hours and a minimum 2.0 grade point average is required. Credits must be completed at a regionally accredited college or university. If an applicant has a **valid Michigan teaching certificate**, a copy must be submitted with the application.

5. **Return and Sign** the application forms (#1-8) **in person** at the Marquette-Alger RESA office including the completed and signed LiveScan Fingerprint Request form. Be sure to submit your official transcripts in person or via email to: gleach@maresa.org or send to: Marquette-Alger RESA, Attn: Glenda Leach, 321 E Ohio Street, Marquette, MI 49855

6. Your permit application will be submitted to MDE after all required documents are received and signed by you, and fingerprint background check results are received from the Michigan State Police and FBI.

MDE will process your application. You will receive a link to an invoice **via e-mail** for the application and processing fee from: "MOECS-noreply@michigan.gov" for \$45.00. The email will be sent to the email address you provided on your application. Check your Inbox and SPAM/Junk folders for the email. The permit fee is the responsibility of the applicant. The permit is not valid until it reaches the approved status. This includes the payment process. Permits are not retroactive. Check the status of your permit at: <https://mdoe.state.mi.us/MOECS/PublicCredentialSearch.aspx>

RENEWING YOUR PERMIT You are eligible for a renewal permit if you substitute taught one or more full days with a valid permit in the previous academic year. You will need to complete and sign a **Conviction Disclosure Form** (#5) annually to reapply for your permit. The permit fee is an annual fee.

RETIRED TEACHERS Please consult with ORS at 800-381-5111 or <https://www.michigan.gov/orsschools>

WILLSUB/ESS Some districts contract with a third-party contractor **WillSub/ESS/PCMI** for substitute teachers. You may need to create or update an account with this third-party contractor to sub in those districts. Visit the WillSub website at: <https://www.willsub.com/> for information and a list of participating districts.

Questions? Contact Glenda Leach via email: gleach@maresa.org or call 906-226-5121