

MARQUETTE-ALGER REGIONAL EDUCATION SERVICE AGENCY

321 East Ohio Street • Marquette, MI 49855

SUBSTITUTE TEACHING PERMIT - INSTRUCTIONS / INFORMATION

Permits issued to Marquette Alger RESA are valid for use in the schools in Marquette and Alger counties and 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 issue through the academic school year.

INSTRUCTIONS FOR PERMIT

1. Fill out application forms – **DO NOT SIGN THE FORMS**. Your signatures will be witnessed and notarized at Marquette Alger RESA.
2. Fingerprinting for School Employment is Required
The **City of Marquette Police Department** is currently scanning fingerprints at a cost of \$80. You can make an appointment through their [website](#), they accept cash or check as payment (no credit cards accepted). Cost is subject to change, please note the cost as you select your appointment date and time. Their website address is: <https://www.marquettemi.gov/departments/police/>
IdentoGO is also scanning fingerprints for School Employment at a cost of \$68.25. You can make an appointment through the [IdentoGO website](#). The cost is subject to change, please note the cost of fingerprinting and payment options when you make your appointment. Their website address is: <http://marketing-appserver-prod-alb-155151427.us-east-1.elb.amazonaws.com/locations/michigan>
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" (which is included in this application packet) and a picture ID to your appointment. Fingerprinting will NOT be done without this form. The fingerprinting fee is the responsibility of the applicant.
***Unless**, you have been a substitute teacher or a teacher in Michigan and have current Michigan School Employment and FBI fingerprints on file (dated after January 1, 2006), **and have not allowed a year to lapse between substitute teaching days or active school employment**, we will request a copy of your print results from your former district or agency.
3. **IF AN APPLICANT HAS A CONVICTION ON THEIR RECORD:**
The applicant is required to provide the following documentation upon submission of application documents for submission to the Michigan Department of Education:
 - (1) A detailed description of the circumstances surrounding the action, and if the action is a conviction,
 - (2) And **ONE** of the following court documents:
 - Judgment of sentence
 - Register of actions
 - Certificate of conviction
 - Copy of court docket
4. A copy of your transcripts showing 60 earned semester hour credits (minimum 2.0 grade point average). Credits must be completed at an accredited college or university. **Transcripts do not need to be official.** Transcripts need to include the name of the college or university, your name, coursework, earned hours and GPA. If an applicant has a **valid Michigan teaching certificate**, a copy must be submitted with the application.
5. **Return the completed application forms, transcripts and the LiveScan Fingerprint Request form** to the MARESA office.
6. **Your permit application will be submitted to MDE** after all required documents and the fingerprint results are received from you and the Michigan State Police.
7. MDE will process your application and you will receive a link to an invoice **via e-mail** from MDE for \$45.00. This is the permit application and processing fee. The email will be sent to the email address you provided, check your Inbox and SPAM/Junk folders. 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. You can check the status of your application by visiting: <https://mdoe.state.mi.us/MOECs/PublicCredentialSearch.aspx>

**** PLEASE NOTE:** Some districts use third party contractors ([WillSub/ESS/PCMI](#)), for substitute teachers. You will need to create an account and apply for employment with the third-party contractor to sub in those districts. You can visit the WillSub website at: <https://www.willsub.com/>

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** annually to reapply for your permit. The permit fee is an annual fee.

RETIRED TEACHERS – **A teacher must be retired for 9 months** before they can substitute teach without impacting their pension or insurance subsidy. FAQ: <https://www.michigan.gov/orsschools/after-retirement/working-after-you-retire>

For questions related to the substitute teaching permit process, contact Glenda Leach: 906-226-5121 or gleach@maresa.org