

## Substitute Requirements

- Must have completed at least 90 credits at an accredited college or university OR have a valid teaching certificate, must be able to provide Official Transcripts OR teaching certificate.
  - Note: Official Transcripts must be original, they cannot be a copy. In order for them to be official, they must have an official seal, this means they cannot be faxed or emailed, they must be mailed to us at MEP Services, Attn: Varsha Dalian, 2120 Progressive Drive, Hartland, MI 48353.
- Applicants must be fingerprinted using the school code.
  - The Michigan Department of Education requires that prior to the start of employment, all employees working at a public school or academy must have fingerprint results on file.
  - If you have not been fingerprinted for a school before, you must be electronically fingerprinted at a local Livescan Facilitator. Use the livescan form in the New Hire Packet, on this form is everything you need to schedule an appointment.
  - If you have already been fingerprinted for a Michigan school or sub agency after January 1, 2006, those results may be used by filling out FORM 11 of the new hire packet with the information from the school district that has the print results on file. We will request that the results be sent to MEP Services so you will not have to be fingerprinted again.
- Unprofessional Conduct Check – Based on Public Act 189 (1986), any candidate for work within the school environment must submit to an “unprofessional conduct check”, FORM 9 in the new hire packet. The previous employer will be asked to disclose all unprofessional conduct in the candidates file.
- Substitute Permits – Once all paperwork is processed, you will be required to have a State of Michigan Teaching Permit.
  - MEP Services will apply for a Substitute Permit on your behalf. You will be notified when the permit has been applied for.
  - The permit cost is \$45 each year and is valid from the application date until June 30<sup>th</sup> of that year.

- Sub candidates must pay the State of Michigan within 60 days of receiving the permit invoice or your permit will be rescinded
  
- If your permit is rescinded, you will no longer be permitted to work as a substitute teacher and you will be inactivated as a sub until the permit has been paid and processed by the Michigan Department of Education and your permit status is changed from rescinded to valid. MEP Services will keep track of the validity of your permit.

#### Requirements for Daycare subs

All Requirements listed above in addition to the following:

- Central Registry Clearance from Dept. of Human Services
- Recent Physical and TB test
- Child abuse and neglect statement
- Blood borne pathogen training
- 12 clock hours of training annually