

COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT
809 Hecla Street, P.O. Box 270, Hancock, MI 49930

SUBSTITUTE TEACHER INFORMATION PACKET

REGISTRATION/APPLICATION: Individuals in Baraga, Houghton and Keweenaw Counties who are interested in serving as substitute teachers should register with the Copper Country ISD. The ISD conducts all necessary background checks on the applicants, applies for permits as needed, and provides a list of eligible substitute teachers to all of its constituent districts in the three-county area, BHK Child Development Board and the Keweenaw Bay Tribal Center. Applicants are responsible for all fees related to their application, including the costs of having their fingerprints taken, criminal history records checks performed, as well as the permit fee, if applicable.

QUALIFICATIONS: Applicants must either have a valid or expired Michigan teaching certificate, or have completed a minimum of 90 semester hours of satisfactory college credit consolidated at one four-year college or university which is accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE). A copy of a valid Michigan teaching certificate, expired Michigan teaching certificate or official transcripts must be presented as documentation. Applicants must also be able to pass a criminal history records check and unprofessional conduct check.

PERMIT: If you are a certified teacher in Michigan, you do not need a permit, even if you want to sub in grade levels and subjects outside your areas of certification. The ISD will apply for a permit on your behalf if you are not a certified teacher, but meet the credit requirements stated above, or if you have an out-of-state teaching certificate.

There is an annual fee for the permit. Public Act 339 of 1988 mandates the collection of fees for teaching certificates and permits. You will receive a bill for \$45 in the mail from the Michigan Department of Education. The invoice must be included with the payment and sent in the self-addressed envelope that is provided in order to properly credit your account. Permit payments should not be sent to the ISD. If not paid by the due date, the MDE rescinds your permit and the ISD must remove you from the sub list. Individuals with rescinded permits cannot be reinstated until payment is made directly to the MDE. The permit is valid for teaching on a day-to-day substitute basis for the school year, but is not valid for regular or extended assignments to a single classroom of 90 or more days.

SUB CALLS: The local schools that are looking for subs will contact you directly. The ISD contacts subs only for the programs that it operates. Schools often call subs early in the morning, due to unexpected illness of a teacher, although attempts are made to contact a sub as far in advance of a teacher's absence as possible.

PAYCHECKS: All school districts in our area, except for Arvon, Elm River and Grant, have signed a contract with Good Marks for Schools (GMS) for the provision of sub teacher services. Although the schools will schedule you and your registration is processed through the CCISD, GMS will serve as your employer and will generate your paycheck. Payroll is twice per month on the 15th and 30th. You will sign employment documents for GMS when you register to be a sub, including a contract, withholding forms, etc. If you want to sub for Arvon, Elm River and/or Grant, you will also fill out employment paperwork at those school offices the first time you sub there. Local districts set their own pay rates, and GMS pays based on those rates.

FURTHER INFORMATION:

For additional information, please visit the substitute teaching section of the CCISD's website at: http://www.copperisd.org/sub_info.html. Be sure to read the frequently asked questions (FAQ) section, which will help you with questions concerning subbing, the application process, documentation and qualifications. You may also contact Peggy Myllyoja, Executive Secretary to the Superintendent, for assistance. She can be reached at 482-4250, Ext. 104; 1-800-562-7618; or peggym@copperisd.org, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday.



Please review all of the forms in your substitute teacher application packet for completeness and accuracy, and use the following checklist to be sure that you have taken all steps necessary to register as a sub. If all of the items are completed, bring or mail your application packet to the address listed below for processing.

APPLICATION CHECKLIST

Check items off when completed.

- APPLICATION FORM COMPLETED** (*Both sides.*)
- CRIMINAL HISTORY RECORDS CHECK FORMS 1 AND 2 COMPLETED AND SIGNED** (*Necessary for Michigan and FBI records check. Please read information thoroughly, complete and sign both sides of the Criminal History Records Check page.*)
- APPLICANT'S STATEMENT COMPLETED** (*Be sure to list at least one current or former employer to be contacted for the Unprofessional Conduct Check. You will be included on our sub list as soon as this information is received back from the employer.*)
- LIVESCAN FINGERPRINT REQUEST FORM COMPLETED** (*Be sure to bring this with you when you have your fingerprints taken.*)
- FINGERPRINTS TAKEN** (*You must get your fingerprints taken for a Michigan and FBI Criminal History Records Check. See attached Criminal History Records Check form for complete instructions, fees and legal references. Again, be sure you have the Livescan Fingerprint Request Form completed and in your possession at the time your prints are taken. Return the yellow copy to the ISD after your prints are taken.*)

Please Note: If you had your fingerprints processed for both a Michigan and FBI check through another school district on or after January 1, 2006, you will not be required to have them taken again. Complete a "Permission to Share Criminal Records Check" form instead and return the form to the ISD along with your application packet. If you do not have a form, please contact the individual listed below or download the form from our website.

- CERTIFICATE OR TRANSCRIPTS** (*You must submit a copy of your valid Michigan teaching certificate, signed and notarized, or a copy of your expired Michigan teaching certificate, or a set of official transcripts documenting that you have met the minimum requirements as outlined in "qualifications" on front side of this page. Transcripts may be sent to the ISD directly by the college/university or may be submitted by the applicant in a college/university sealed envelope; however, please be sure that transcripts have been obtained, or at least requested before submitting your information to the ISD. We are not permitted to accept transcripts obtained by the applicant via the Internet. Out of state applicants must provide up-to-date official transcript of credits completed.*)

SUBMIT APPLICATION PACKET & DOCUMENTATION TO:

Peggy Myllyoja, Executive Secretary to the Superintendent
Copper Country Intermediate School District
809 Hecla Street, P.O. Box 270
Hancock, MI 49930

If you have questions, contact Peggy at (906)482-4250, Extension 104; 1-800-562-7618 or peggym@copperisd.org, or visit the substitute teaching section of our website at: http://www.copperisd.org/sub_info.html.

REMINDER: When you are no longer available to sub, please contact us to be removed from the list.

**COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT
809 HECLA ST., P.O. BOX 270, HANCOCK, MI 49930
SUBSTITUTE TEACHER APPLICATION**

Date Submitted: _____

Name: _____ Social Security #: _____ *Required*

Present Address: _____
Street City State ZIP

Permanent Address: _____
Street City State ZIP

Telephone Number(s): _____

E-mail Address (*Optional*): _____

Note: Your e-mail address may be used by the ISD or local districts to contact you with questions; however, e-mail is not typically used to contact subs for subbing dates, due to the immediate need for a response.

1. Are you 18 years of age or older? Yes No Year of Birth: _____
Required by State for Permit

2. Are you a U.S. citizen? Yes No
If not, do you intend to become a U.S. citizen? Yes No

3. Do you have a Michigan Teaching Certificate? Yes No
If yes, please indicate type: Elementary Secondary Expiration Year _____

4. If you do not have a teaching certificate, indicate what your major(s)/minor(s) were while attending college:
Major(s) _____
Minor(s) _____

5. Date available to start: _____

6. Are you available Monday through Friday? Yes No
If not, please indicate days available: M T W Th F

7. Are you available to sub in all grades/subjects? Yes No
If not, please indicate grades/subjects you are available to sub in:

8. Please check which districts you would be available to substitute teach for: (*See map on reverse side.*)

HOUGHTON COUNTY SCHOOLS:

- Adams Elm River Lake Linden
- Calumet Hancock Dollar Bay
- Chassell Houghton Stanton

BARAGA COUNTY SCHOOLS:

- Arvon
- Baraga
- L'Anse

KEWEENAW COUNTY SCHOOL:

- Copper Harbor School

COPPER COUNTRY ISD PROGRAMS:

- Special Education Programs
- Auto Technology Program
- Alternative Ed. (BRIDGE School)

NON-PUBLIC SCHOOL:

- Sacred Heart School (Baraga County)

9. Are you currently student teaching? Yes No Where? _____
 When are you scheduled to finish (if known)? _____

10: Are you a retired Michigan school employee (collecting a pension)? Yes No
 (Retirees do not need to submit employment/payroll paperwork to GMS-PT.)

ACADEMIC & PROFESSIONAL TRAINING (Specify semester or term hours by S or T)

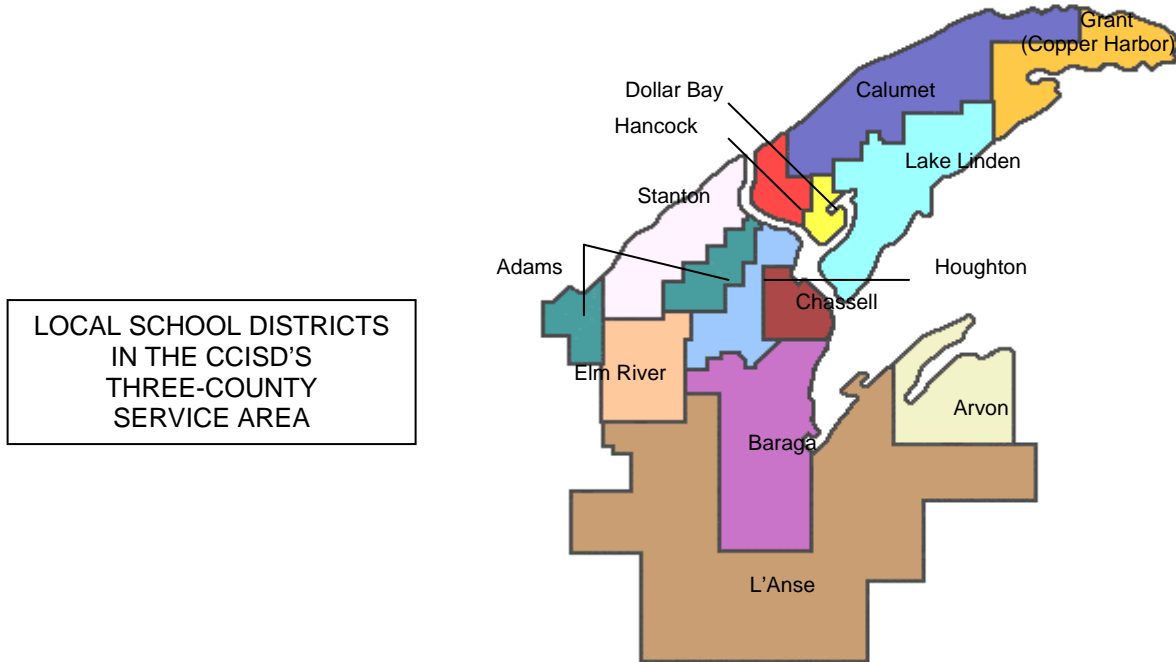
Type of School	Name of School	Location	Years Attended	Degree/Diploma	Date	Majors	Hrs.	Minors	Hrs.
High School									
College									

EXPERIENCE IN TEACHING (If applicable)

Name of School	Location	Grade/Subject Taught	Date Started	Date Ended

NON-TEACHING WORK EXPERIENCE AND/OR US MILITARY SERVICE (If applicable)

Employer	Location	Position	Date Started	Date Ended



Notice of Nondiscrimination

It is the policy of the Copper Country Intermediate School District that no person, on the basis of race, sex, color, religion, national origin or ancestry, age, marital status, disability, weight, or height, shall be discriminated against in employment, educational programs and activities or admissions. Questions or concerns regarding the non-discrimination policies should be directed to: Dennis P. Harbour, Superintendent, Copper Country Intermediate School District, P.O. Box 270, Hancock, Michigan 49930, (906)482-4250.

Advisory

In accordance with Public Act 96 of the Public Acts of 1995, it is a criminal misdemeanor to use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, other State Board of Education approval, or a certificate or approval of another person for the purpose of obtaining employment.

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CRIMINAL HISTORY RECORDS CHECK INSTRUCTIONS & FORMS

Public Acts 129-131 and 138 of the Public Acts of 2005 make a Federal Bureau of Investigation (F.B.I.) and State of Michigan criminal records check mandatory for all school employees, including contracted workers regularly scheduled to work for a school district. This is in addition to Public Act 83 of 1995, which made an F.B.I. criminal records check mandatory for individuals newly employed as a teacher, school administrator, school counselor, school psychologist, school nurse, school social worker or other position requiring that the individual hold a State Board of Education certificate or permit (effective August 1, 1995); and the State of Michigan criminal records check mandated in Public Act 99 of 1992, as amended by Public Act 144 of 1994, which went into effect with the beginning of the 1993-94 school year.

A person may be employed while the checks are being conducted, providing the individual signs the statement on the back side of this sheet identifying all crimes for which he or she has been convicted and the employing school district has requested the criminal records checks.

Please follow the procedures below in complying with the criminal records check requirements:

1. Complete the Livescan Fingerprint Request Form. You must bring the completed form and picture identification with you when you go to have your prints taken.
2. Go to the Integrated Biometric Technology website at <http://www.ibtfingerprint.com> or call them at 1-866-226-2952 to set up an appointment. Present the Livescan Fingerprint Request Form and your picture ID when you arrive for your appointment. Both a Michigan and FBI check will be conducted. You may also have your fingerprints taken at the Houghton County Sheriff's Department on a walk-in basis, the Baraga County Sheriff's Department on Mondays between 1:00 and 4:00 p.m.; or the Keweenaw County Sheriff's Department (call 337-0528 for times); however, you may encounter a wait while other official business is being conducted.
3. You will be required to pay to have your prints taken. The cost includes the State and FBI fees for conducting the records check, as well as a charge imposed by the fingerprinting agency for taking and processing the prints. Your total cost will be \$65.25 for IBT, \$64.25 for the Houghton County Sheriff, \$70.00 for Baraga County or \$49.25 for Keweenaw County. Fees are subject to change. The Sheriff's offices do not take credit card payments.
4. Read, complete and sign the acknowledgment form below (CHRC Form 1) and the statement on back of this form (CHRC Form 2) and return to the Superintendent's Secretary at the Copper Country ISD. Also return the yellow copy of the Livescan Fingerprint Request Form to the ISD to document that you did have your prints taken.

Please Note: If you had your fingerprints processed for both a Michigan and FBI check through another school district on or after January 1, 2006, you may not be required to have them taken again; however, you will still need to sign both CHRC forms for the record. Complete a "Permission to Share Criminal Records Check" form and return it to the ISD in lieu of having your prints taken again.

CHRC FORM 1

ACKNOWLEDGEMENT OF CRIMINAL HISTORY CHECK

I _____, have submitted my fingerprints through Integrated Biometric Technology, the County Sheriff's office or other authorized agency for the purpose of a Michigan Criminal History Records Check and Federal Bureau of Investigation Check. I certify that my fingerprints were submitted electronically, and that I truthfully completed all informational components as requested. I authorize the fingerprinting agency and the Michigan State Police to transmit my fingerprint results of both the Michigan and FBI checks to the Copper Country Intermediate School District by electronic or other means.

I understand that the information collected during this process is not used by the Copper Country ISD for employment decisions, but rather is required by the Central Records Division of the Michigan State Police, Lansing, MI, and the Federal Bureau of Investigation (F.B.I.), Washington, D.C., in order to process a criminal history records check pursuant to the Michigan School Code and/or the Michigan Pupil Transportation Act. I authorize the Copper Country ISD to use this information for the sole purpose of obtaining my criminal history records check and Federal Bureau of Investigation (F.B.I.) check pursuant to Michigan Law.

Date: _____ Signature: _____

Continue on reverse side 

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CRIMINAL HISTORY RECORDS CHECK INSTRUCTIONS & FORMS (Continued)

CHRC FORM 2

Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995, I _____
represent that (check one):

- 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes.
- 2. I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes (use separate sheet to explain nature of conviction, date and court):
 - a. _____

 - b. _____

 - c. _____

I understand and agree that pursuant to Public Act 68 of 1993 and Public Act 83 of 1995:

- (1) the Board of Education of the school district or governing body of the nonpublic school (the "School") must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and the Federal Bureau of Investigation (F.B.I.);
- (2) until that report is received and reviewed by the School, I am regarded as a conditional employee; and
- (3) if the report received from the Michigan Department of State Police or the F.B.I. is not the same as my representation(s) above respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

Date: _____

Signature: _____

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UNPROFESSIONAL CONDUCT BACKGROUND CHECK

APPLICANT'S STATEMENT

As a condition for employment as a substitute teacher within the Copper Country Intermediate School District, pursuant to 1996 Public Act 189, I authorize my current and former employer or employers to (1) disclose to the school district any unprofessional conduct by me, and (2) make available to the Copper Country Intermediate School District copies of all documents in my personnel record relating to that unprofessional conduct.

I release my current and former employers, and their employees acting on their behalf, from any liability for providing the information described above.

I waive any written notice required under section 6 of the Bullard-Plawecki Employee Right to Know Act, MCLA 423.506, in connection with the provision of such information.

I understand that Public Act 189 defines "unprofessional conduct" as one or more acts of misconduct, one or more acts of immorality, moral turpitude, inappropriate behavior involving a minor, or commission of a crime involving a minor. I also understand that a criminal conviction is not an essential element of determining whether or not a particular act constitutes unprofessional conduct.

_____ _____
Date Signature of Applicant Print Name

Please indicate below the name and address of your previous and/or current employer, including name of supervisor/boss. Include fax number if available, as this can help to get you on the active sub list sooner. We cannot place you on this list until we receive a response from the employer.

Employing School/Company/Agency: _____
Name of Supervisor/Boss: _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____

Employing School/Company/Agency: _____
Name of Supervisor/Boss: _____
Mailing Address: _____
Phone Number: _____ Fax Number: _____

PLEASE NOTE: New subs are added to the list once their unprofessional conduct check indicating no instances of unprofessional conduct is returned from the applicant's current or previous employer. Although the list is updated on a regular basis, it is recommended that subs visit the districts in which they would like to work to introduce themselves and let them know that they have registered with the ISD. Districts may contact the ISD to inquire about a new sub's status should they need to hire them prior to the individual's name being added to the active list.