

## FREQUENTLY ASKED QUESTIONS CONCERNING QUALIFICATIONS FOR SUBSTITUTE TEACHING

### Am I qualified to substitute teach?

Applicants for substitute teaching must either have a valid or expired Michigan teaching certificate, **or** have completed a minimum of 60 semester hours of satisfactory college credit (GPA 2.0 or higher) at one or more two or four-year colleges or universities which are accredited by either a regional accrediting agency or by the National Council for the Accreditation of Teacher Education (NCATE). All applicants must also be able to pass a criminal history records check and unprofessional conduct check.

### How do I prove that I'm qualified?

You must provide EES/willSub with a copy of your Michigan teaching certificate or official transcripts verifying completion of a minimum of 60 semester hours of credit as described above.

### Can I submit Internet transcripts?

No, as transcripts printed from the Internet by the applicant are unofficial.

### Must my credits be in education courses?

No. They are acceptable even if none of the credits were in education courses.

### Must I give my original teaching certificate to EES/willSub?

No, you will send them an electronic copy of the certificate.

### I will have 60 semester hours completed shortly. Can I apply to sub now?

No. You must be able to provide official transcripts showing that you have completed the 60 credits (GPA 2.0 or higher) in order to be eligible to sub.

## **FREQUENTLY ASKED QUESTIONS CONCERNING THE SUBSTITUTE TEACHING APPLICATION PROCESS**

### **How do I apply?**

You need to get fingerprinted, apply to EES/willSub online and complete online trainings.

Print or obtain a copy of the LiveScan Fingerprint Request form, complete the applicant section and bring it to the local Sheriff's office. After getting fingerprinted, return the LiveScan form to the ISD, as it is also consent to use your fingerprint results and must be kept on file at the ISD.

Next, apply at <http://www.willsub.com>. Follow all the instructions and take the online trainings as specified on the site.

If you're not a certified Michigan teacher, EES/willSub will apply for a permit for you for the school year. The state will send you a bill for the permit via email, and you'll need to pay before starting work.

### **What information do I need to supply?**

Basic contact information, work history, education history, transcripts or teaching certificate, as well as the typical payroll related forms you would fill out for a new employer. Most of this will be done online instead of via paper forms.

### **Can I specify where I want to sub?**

Yes. You can select the school districts, buildings and grade level where you want to sub; however, you cannot specify subject areas. If you are contacted for a vacancy in a grade or subject that you are not comfortable with, you can simply decline the offer. You may change your preferences at any time during the school year.

### **Is there a deadline to apply?**

No. You may apply at any time during the school year.

### **Do I get interviewed?**

No. Your eligibility depends entirely on the results of your background check, records check and documented qualifications to substitute teach.

## **FREQUENTLY ASKED QUESTIONS CONCERNING UNPROFESSIONAL CONDUCT BACKGROUND CHECKS**

### **Why do you conduct an unprofessional conduct background check?**

1996 Public Act 189 requires the background check.

### **What is considered “unprofessional conduct?”**

The definition is, “...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.”

### **How is the unprofessional conduct check performed?**

You will be asked to specify one or more former employers from your work history. EES/willSub will send an email to the former employer(s), and the former employer(s) will respond via online form as to whether or not there was any unprofessional conduct on your part.

### **What happens if my employer doesn’t respond?**

The system will send a reminder if the employer doesn’t respond within the required amount of time. If no response can be obtained, it will be assumed there is no unprofessional conduct to report and the requirement will be bypassed by the system. Employers typically respond very quickly to these requests.

### **What happens if the employer responds that there were incidences of unprofessional conduct?**

If the unprofessional conduct falls into the parameters of the definition listed above, the applicant will not be placed on the sub list. If other employment issues are stated, they will be reviewed on an individual basis.

### **Do I have to pay for the background check?**

You do not have to pay for the unprofessional conduct check with a previous employer, but you do have to pay the applicable fee for having your fingerprints taken and read as part of the criminal history records check. The fee depends on the fingerprinting agency you use.

## **FREQUENTLY ASKED QUESTIONS CONCERNING CRIMINAL HISTORY RECORDS CHECKS**

### **Why do I have to be fingerprinted?**

Public Act 83 of the Public Acts of 1995 makes a Federal Bureau of Investigation (F.B.I.) criminal records check mandatory for individuals newly employed as a teacher, school administrator, school counselor, school psychologist, school nurse or school social worker (effective August 1, 1995). This is in addition to the State of Michigan criminal records check which is mandated in Public Act 99 of the Public Acts of 1992, as amended by Public Act 144 of the Public Acts of 1994 which went into effect with the beginning of the 1993-94 school year.

### **Do I have to wait till my fingerprint results come back to sub?**

Yes. They must be on file with the ISD, and the ISD's security officer must notify EES/willSub that you are cleared to work before you can start.

### **Do I have to get fingerprinted every year?**

You should not have to be fingerprinted again as long as you are continuously on the active sub list or employed in any capacity in a Michigan school. However, if you become inactive for 12 months or more, you may have to get your prints taken again if you want to return to the active list.

### **I had my fingerprints taken recently for another job. Do I have to do it again?**

If you had your prints taken for subbing or regular employment in another school in Michigan on or after January 1, 2006, and you have not had a break in service of more than twelve months, the ISD can request the print results from that district and you will not need to have them taken again or pay a fee. We will have you sign a form authorizing the release of the print results to us. If the previous district cannot locate print results or refuses to release them due to differing release policies, then you must have your prints taken again and pay the accompanying fee.

If you had your prints taken for non-school employment, we will not be able to use the results from the previous employer. The state conducts different types of checks for schools than for any other employment category, even those done for the medical/health occupations.

### **I am a retired teacher who has worked in the local area for a long time. Do I have to be fingerprinted?**

Some retired school employees were hired before fingerprinting was required and need to get fingerprinted in order to sub. If you did have your fingerprints taken for school employment on or after January 1, 2006, and did not have a break in service of more than twelve months, then you do not need to do it again, and the ISD can request the fingerprint results from your former district.

*Please note: If you simply want to sub for the district that you retired from, and your district is willing to keep you on the payroll as a sub, you do not have to sign up for the sub list as long as you are continuously employed by the district; however, fingerprinting requirements still apply.*

### How Do I Get Fingerprinted?

- Pick up a Background Check Packet from the CCISD and complete the LiveScan Fingerprint Request Form and bring it, along with picture ID, to the Baraga, Houghton or Keweenaw County Sheriff's Office. Applicants are responsible for the cost of fingerprinting. Cash only, prices subject to change.
- Baraga County Sheriff's Office: 906-524-6177  
Open for fingerprinting from 9-11 a.m. and 1-4p.m. Every day but Tuesdays.  
\$60, cash only
- Houghton County Sheriff's Office: 906-482-0055  
Tuesday or Thursday afternoons / Monday, Wednesday, Friday after 4p.m. But open 24/7.  
\$60, cash only
- Keweenaw County Sheriff's Office: 906-337-0528 (call first)  
Monday-Friday 9a.m.-4p.m.  
Keweenaw County resident \$48.25 / Non-resident \$53.25, cash only
- Once you have been fingerprinted, the LiveScan form will be returned to you and the results of your fingerprinting will be sent to the CCISD via a secure website. Save your LiveScan Form, as you are required to return it to the CCISD. It provides your consent for the school district to use your fingerprint results.

### What if there are arrests and/or convictions on my record?

You must disclose any offense that will appear on your fingerprint report during the application process. Convictions or no contest pleas of any nature or severity must be reviewed by the Michigan Department of Education on an individual basis, and the State then renders the final decision whether or not to issue a certificate or permit. Even youthful drinking or other misdemeanor driving offenses, which constitute the majority of offenses we see, and do not legally prevent you from working in a school, must be reviewed in the same manner as more serious crimes. Applicants with any misdemeanor or felony on their records must supply a written description of the circumstances of the offense, and court documents concerning the disposition of the case. EES/willSub must then forward the material to the State for review.

When an arrest occurred, but charges were dismissed, documentation of dismissal must also be reviewed by the State.

Schools are prohibited from employing individuals who have been convicted of listed offenses requiring registration as a sex offender.

Absolutely **ALL FELONIES** must be reported to the Michigan Department of Education by the ISD, regardless of their nature. In addition, both the Superintendent and Board of Education must agree in writing if they want to allow the applicant with the felony to work in the schools. The MDE makes the final decision, however, as to whether an applicant with the felony on their record can be granted a permit to substitute teach. The ISD or EES/willSub cannot override the MDE's decision. The applicant will be notified of their status.

Will my misdemeanor conviction be disclosed to the school I sub at?

The conviction will not be listed on the active sub teaching list; however, a school can request additional information about a sub at any time with the proper signed release.

Where can I obtain more specific information about criminal history records checks?

See more at the Michigan Department of Education's website at [http://www.michigan.gov/mde/0,1607,7-140-5235\\_6947-16742--,00.html](http://www.michigan.gov/mde/0,1607,7-140-5235_6947-16742--,00.html)

## FREQUENTLY ASKED QUESTIONS CONCERNING SUBSTITUTE TEACHER PERMITS

### Do I need a permit?

If you are a certified teacher in Michigan, you do not need a permit to sub on a day to day basis, even if you want to sub in grade levels and subjects outside your areas of certification. If you are not a certified teacher, if your Michigan teaching certificate has expired, or if you have an out-of-state teaching certificate, you will need a substitute teaching permit.

### How do I obtain a permit?

Once your application is processed by EES/willSub, they will apply for the permit on your behalf. The State has to review criminal history records of permit applicants who have criminal records, so if that applies to you, you will need to supply a description of the circumstances of the offense(s) and court documents detailing the disposition of the case(s) and then wait for the State to decide whether or not a permit will be issued.

### Is there a cost for the permit?

After EES/willSub applies for your permit on-line, you will receive an e-mail message from the Michigan Department of Education with a link to pay the fee via the Michigan Online Educator Certification System (MOECS). You cannot be placed on the sub list or begin working until your permit fee is paid.

### What happens if I don't pay the permit fee by the due date?

The earlier you pay your permit fee, the earlier you can start work. If the bill isn't paid by the due date stated in the billing email, the MDE will rescind your permit.

### Can't I just pay for the permit at the ISD?

No. The payment must be made electronically through the Michigan Online Educator Certification System (MOECS).

### My permit was rescinded during a previous year, but I'd like to re-apply for subbing this year. How can I do this?

You must contact EES/willSub to indicate your intent to return and to update your preferences. You must also pay the old bill before you can be reinstated, as the MDE will not accept an application for a new permit for the current year until all outstanding fees are paid. If you no longer have the link to the MOECS payment site, EES/willSub will have it sent to you. Keep in mind that you will receive another bill for \$45 for the new school year. Please submit payment by the due date to avoid having a rescinded permit again.

Why didn't I receive a paper permit?

The MDE does not issue a hard copy permit for subs. After EES/willSub applies for the permit, you will receive an electronic bill. As long as you pay the bill by the due date, your permit is valid. Schools can see your permit in the MOECS system.

I applied to sub during second semester. Why do I have to pay the full permit fee?

The MDE does not issue partial year permits. The fee is \$45 no matter when you apply.

I have a Ph.D. in a non-teaching field. Can I sub without a permit?

No. You must be a certified teacher in Michigan to sub without a permit.

I subbed in a different Michigan ISD earlier this year and paid my permit fee. Do I have to do this again when I register here?

No. Your permit is issued by the State and is good for subbing anywhere in the State for the school year. You will, of course, need another permit for the following school year.

Is a sub permit the same as a certificate?

No. A permit is not a teaching certificate. Subs working under a permit occasionally refer to themselves as "certified" subs, or state that they have a sub certificate, but neither is a correct statement.

How many days am I allowed to sub?

A sub permit is valid for teaching on a day to day substitute basis for the full school year, but is not valid for regular or extended assignments to a single classroom of 90 calendar days or more per school year.

Do I have to pay for a new permit every year?

Yes, every year in which you want to sub, unless of course you become fully certified.

## **FREQUENTLY ASKED QUESTIONS CONCERNING EMPLOYMENT AS A SUBSTITUTE TEACHER**

### **Who is my employer, the ISD, EES/willSub or the local school?**

EES/willSub is your employer, provides any needed training, maintains the sub list, schedules subbing assignments and generates your paycheck.

The ISD handles all aspects of fingerprinting, including clearance notification, storage, disposal and sharing (with proper signed release). Third party contractors, such as EES/willSub, are not currently permitted by law to view fingerprint reports.

Teachers in the local districts submit absences to the scheduling system.

### **Who will provide a reference for me if I apply for another job after subbing?**

EES/willSub can provide a reference for you in general; however, teachers for whom you subbed or principals in the schools where you worked can provide the best information on your performance in the classroom.

### **When and how will I be contacted with assignments?**

EES/willSub will provide you with a brief training concerning scheduling of your assignments, but in brief, you can log in to the scheduling system to view and accept assignments whenever you want, or you can accept them via phone. If a school has specified you among its “regular” subs to be contacted first, then you’ll receive an email offer for the vacancy before the assignment will be visible on the site. If you don’t respond or decline the assignment, the system will contact other “regulars” and then go on to other subs on the list until the position is filled. Notifications will arrive as early as 6:00 a.m., depending on the school’s calling preferences, for same-day assignments, but will not be sent before 9:00 a.m. for vacancies that are known in advance.

### **How much do I get paid?**

The pay varies between \$95-\$120 per day depending on individual school district policies. Check with the business office of the school concerning pay rates.

### **Do I get separate pay for each district I work in?**

No, it will be combined in one direct deposit. However, if you are a MPSERS retiree sub, you will be paid individually by each school district that you work for.

### **Can I get paid via check instead of direct deposit?**

No, all subs must be paid via direct deposit.

### How often will I get called?

There is no simple answer to this question. It will depend on a number of factors. (See “Why haven’t I received any calls to sub?” below.)

### Why haven’t I received any calls to sub?

There are a number of reasons why you may not have received calls, such as the following:

- No absences in the school(s) you agreed to sub for.
- Student teachers who are on the sub list covered for their supervising teachers.
- District has been using certain subs on a regular basis.
- Subs who are retired teachers are being given preference.
- Subs who are fully certified teachers are being given preference.
- You only signed up for a few schools.

### How can I get more days of subbing?

You can expand your list of schools that you will sub at, and you may want to introduce yourself at the schools to encourage them to specifically request you.

### How long does it take to get on the list?

The application process, fingerprinting, employer background check and online trainings must be completed, and you must have paid your permit bill (if applicable). The turn around time depends on how quickly you complete your requirements.

### Is there training available for new subs?

All subs receive online trainings during the application process. Topics include how to accept assignments using the online scheduling system, as well as topics such as classroom management, bullying, bloodborne pathogens, etc. The topics represent the types of trainings that are provided to school classroom staff on an annual basis, but you only need to complete them once at sign-up.

### Does the regular teacher leave a lesson plan for me?

Yes. The lesson plan should be available to you as soon as you arrive at the school. If not, please contact the school office for assistance.

### I’m a student teacher and my school wants me to sub for my supervising teacher. Can I do this?

Yes. Just be sure to apply in the same manner as any other sub applicant would. *Note: If you are interested in subbing in other districts once you’re finished student teaching, you can sign in and add schools.*

I'm a student teacher and my district doesn't pay student teachers when they sub. Why do I have to pay for a permit?

A permit is required in order for any individual who does not have a valid Michigan teaching certificate to substitute teach. The State does not provide an exemption for unpaid student teachers.

Can I refuse a request to sub?

You can certainly refuse to sub at any time if you have scheduling conflicts, etc. If you no longer want to sub at a particular district that you originally signed up for, you can change your preferences at any time.

I have changes to make to my personal information on the sub list. Who do I contact?

Log in to your account at EES/willSub and make your changes. This is particularly urgent in the matter of contact information, such as email address, mailing address and certification changes.

I need 24 hours notice in order to sub. Is that possible?

Notifications are sent as early as possible after an absence is reported. If the school is aware of an absence well in advance, you will be able to accept or decline the assignment right away. However, if a teacher wakes up in the morning sick, then the notice will go out the same morning. You can decline an assignment at any time.

Where do I go when I arrive at the school?

Go directly to the Principal's office unless you were instructed to report elsewhere. If you have questions concerning district policies, work hours, lunch breaks, attendance records, etc., please speak to someone in the office.

How should I dress?

Individual districts have their own policies concerning dress, so if you are in doubt, please contact the Principal's office. Otherwise, it is best to dress professionally. This does not necessarily mean to show up in a suit and tie (unless that is the district policy); however, you must be able to distinguish the teacher from the students.

Is it possible to work half-days?

Yes. In fact, it is often difficult for a school to find someone who is willing to work a half day.