

Everything You Need to Know About Permits & Compliance

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Permits!

- What are they?
- When to use them?
- What else should I know?
- How much do they cost?
- What happens when they aren't used correctly?
- What other questions do you have?

So, what even is a permit?



Daily (and Extensions)

Full-Year Basic

Full-Year Shortage

Full-Year Expert

School Administrator

When to use a permit?

Daily's!

- For INTERMITTENT use when a certified teacher is temporarily unavailable.
- Only requires 60 college credits with a "C" average or better from a two- or four-year college or university.
- Limited to 90 consecutive **calendar** days for a **single** assignment.
- Two extensions available for extenuating circumstances – the Extended Daily Substitute Permit and the Emergency Extended Daily Substitute Permit.

Note: Extensions are **NOT** available for Special Education assignments. Educators cannot be in Special Education assignments for longer than 90 calendar under a Daily **AND** must still possess a Bachelors degree.

When to use a permit?

Daily Extensions

Currently, there are two extensions that can be obtained for Daily Substitute Permits; the **Extended Daily Substitute Permit**, and the **Emergency Extended Daily Substitute Permit**.

- Requires a formal satisfactory observation.
- Requires the district/school to assign a mentor teacher.
- Length of extension and any additional requirements will be established based upon circumstances.
- This extension must be approved by the State Superintendent.

Again – Extensions for the Daily Permit are **not** available for Special Education assignments.

When to use a permit?

Full-Year BASICS!

- Requires 60 college credits with a "C" average or better.
- If the assignment is in a core subject area, the individual must have a corresponding major or minor (or equivalent of 20 semester credit hours in the content area) or passing test scores.
- Requires the district/school to assign a mentor teacher.
- Can be renewed up to 3 times with enrollment & progression in a program leading towards the appropriate credential or endorsement.

When to use a permit?

Full-Year BASIC Renewals

Can be renewed for 3 subsequent years if the following conditions have been met:

- Renewal 1: Enrollment in a state approved teacher preparation program leading to certification and development and implementation of an Individualized Development Plan (IDP).
- Renewal 2-3: Demonstrates progress towards completion of the program, since the previous renewal.
- Can be renewed a maximum of three times, allowing a substitute to serve in the assigned area for a maximum of four years.

When to use a permit?

Full-Year SHORTAGE!

- **Is only approved up to 0.5 FTE per teacher.**
- Requires the teacher to hold a Michigan Professional, Advanced Professional Teaching Certificate.
- If the assignment is in a core discipline area, the individual must have a corresponding major, minor (or 20 semester credit hours) or passing test scores on the state The Oral Proficiency Interview (OPI/OPIc) is also an option for demonstration of content knowledge in a world language.
 - ❖ In Michigan, the OPI/OPIc is the accepted proficiency assessment for most work language endorsements.
- Is limited to a maximum of three subject areas per permit and can be renewed up to 3 times with an effective or high effective rating.

When to use a permit?

Full-Year EXPERT!

- **Is not approved for assignments of more than 0.5 FTE**
- Requires the individual to have demonstrated unusual distinction or exceptional talent in the field of specialization that will be taught.
- Requires the individual to have at least 5 years of successful work experience in the field of specialization to be taught.
 - ❖ An individual who teaches a world language is exempt from this work requirement but is required to demonstrate oral language proficiency.
- Can be renewed with development and implementation of an Individualized Development Plan.
- Requires that the district/school assign a mentor teacher.

When to use a permit?

Full-Year EXPERT Continued!

- If the assignment is in a **core** discipline area:
 - ❖ The individual must have a corresponding major, minor (or 20 semester credit hours) or passing scores on a state approved subject area test.
 - ❖ Requires the individual to hold a bachelor's degree or higher from an accredited college or university.
- If the assignment is in a **non-core** subject area the individual must **either**:
 - ❖ hold a corresponding business or industry license; and at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more two or four-year colleges.

OR

- ❖ hold a *bachelor's degree or higher* from an accredited college or university.

Differences in Full-Year Permits

Basic

60 Credits

Mentor

Core Knowledge
Demonstration

Shortage

Tier 2
Certificate
Holder

≤ 0.5 FTE

Core Knowledge
Demonstration

Expert

Core =
bachelor's
Non-Core = 60
credits

≤ 0.5 FTE

Experience &
Expertise

Core Knowledge
Demonstration

Mentor



When to use a Permit?

School Administrator Permit

Renewal Permits – For assignments **longer than** 6 months

- For individuals who have **never** held a Michigan School Administrator Certificate
- Requires enrollment in a program leading to a School Administrator Certificate within 6 months of the date of **hire**.
- Requires the program be completed within 3.5 years from date of **hire**.
- Can be renewed up to 3 times.

Non-Renewal Permits – For assignments of **less than** 6 months

- For individuals who have either completed an out of state program, have an out of state certificate, or have an expired Michigan certificate and needs time to renew.
- For interim assignments of less than 6 months.
- No other appropriately credentialed School Administrator is available
- Must have a mentor assigned

Daily Permit 90 Day Validity

Permit Details

First Name
SSN



Last Name
Date of Birth



PIC



Permit Number: [Redacted] Permit Type: Daily Substitute Permit Year: 2024 - 2025

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
<input checked="" type="radio"/>	[Redacted]	[Redacted]	07/11/2024	08/14/2024	08/14/2024		08/31/2025

Single assignment: August 14, 2024, + 90 **calendar** days = November 12, 2024.

Note: Keep in mind permits are not valid before the ISSUE DATE of the permit, and permits are not issued until they are paid. Additionally, calendar days begin at the start of the assignment, not the issue date of the permit.

Daily Permit 90 Day Validity

Permit Details

First Name
SSN

[REDACTED]

Last Name
Date of Birth

[REDACTED]

PIC

[REDACTED]

Permit Number:

[REDACTED]

Permit Type: Extended Daily Substitute Permit Year: 2024 - 2025

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
<input checked="" type="radio"/>	[REDACTED]	[REDACTED]	01/13/2025	08/14/2024	01/13/2025	ELEMENTARY K-5 ALL SUBJECTS (K-8 ALL SUBJECTS IN SELF-CONTAINED CLASSROOM)	04/14/2025

Extended Daily's are also valid for 90 calendar days, and because they are extensions, Ed manually updates the expiration date to reflect 90 calendar from the issuance of the permit.

Other Permit Nuances

- ISD Permits
- "Free 90"
- SPED Permits & Core Content
- Permits for Electives – Endorsed Areas vs. Non-Endorsed Area

Scenario 1

- Substitute is employed under a Daily Substitute Permit for the 2024-25 academic year.
- She/he covers various classrooms for teacher absences or professional development.
- Will they need an extension after 90 consecutive calendar days?



These are intermittent assignments. Even if the substitute works every day of the academic year, the permit is valid throughout the year because they are not in the **SAME ASSIGNMENT** for 90 consecutive calendar days.

Scenario 2

- Substitute is employed under a Daily Permit.
- Individual is the best fit for a vacancy in kindergarten (has an associate's degree in marketing)
- Anticipated the sub will be in the assignment from September 3 until at least January because there have been no applicants.
- Will an extension be needed?



The individual will be in the assignment longer than 90 consecutive calendar days and is not eligible for a Full-Year Basic Permit so the extension is the next best solution.



The sub will be in the 3rd grade assignment for 61 days and the 5th grade assignment for 61 days. While these total more than 90 days, the individual is not in the SAME assignment, so the 90 consecutive calendar day limit is not applicable.

Scenario 3

- Substitute employed under a Daily Permit
- Assigned to a 3rd grade classroom for Sept. & Oct. while teacher on leave
- Teacher returned and sub assigned to a 5th grade classroom for Nov. & Dec. to cover parental leave
- Will they need an extension?

Scenario 4

- Individual on a Daily Permit and placed in a 2nd grade assignment as of 9/3
- No other applicants so substitute has remained in the assignment and it is now December 18.
- District realizes an extension is needed and applies
- Is the extension retroactive and valid from the day the original Daily expired?



Permits are not retroactive and are valid from the day they are issued. Always apply for extensions prior to the expiration of the Daily Permit!

Scenario 5

- School loses half-time art teacher to a larger district.
- No applicants for the position
- Local graphic artist has a bachelor's degree in the visual arts and has ran their own graphic art business for 10+ years – has expressed interest in working with the students
- Is there a permit for this scenario?



This would be a great use of the Full-Year Expert Permit!
To apply, the district would submit the artist's resume showing her professional experience along with her transcripts. The Expert Permit has unlimited renewals so if the artist is a good fit and enjoys the work – this can be a longer term solution!

How Much Do Permits Cost?

\$45.00

Per person, per year.

That's it.

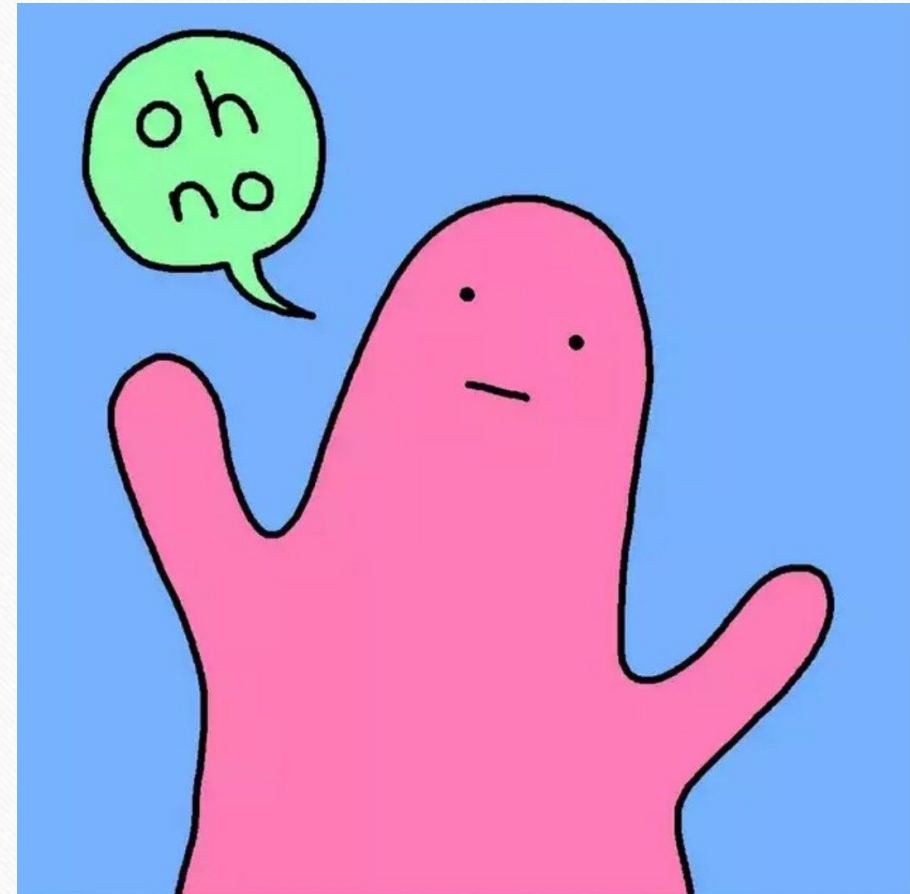


What Is The Cost for Non-Compliance?

\$125.00 daily substitute pay rate
X 80 days without a valid permit
X 50% of total pay
= **\$5,000.00 salary deduction**

or maybe

\$50,000 contracted salary
÷ 183 contracted days
X 80 days without a permit
X 50% of total pay
= **\$10,928.96 salary deduction**



What Are Your Permit Questions?



We value your
feedback!



Contact Us

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