

Teacher Sub Permits - Are you using the right sub permit?

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Topics

- 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

Remind Your Districts: Documentation is Mandatory

Districts must maintain documentation for auditing purposes. Educators must meet specific requirements to be eligible for permits which can include district verification of:

- Credit minimums
- Program Enrollment
- Program Progression
- Work Experience
- Time placed in assignment
- Implementation of an IDP
- Mentoring



If a district cannot provide documentation that verifies an individual has met the requirements of the permit the individual has been placed under, the permit can be withdrawn and considered invalid for the academic year.

Daily Permit Expiration

Permit Details

First Name [REDACTED] Last Name [REDACTED] PIC [REDACTED]

SSN [REDACTED] Date of Birth [REDACTED]

Permit Number: [REDACTED] Permit Type: Daily Substitute Permit Year: 2025 - 2026

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒	[REDACTED]	Lansing Public School District	08/05/2025	08/18/2025	08/18/2025		08/31/2026

90 Day Validity is for **single assignments**. This teacher could sub every day from August 18, 2025, until August 31, 2026, as long as no single assignment exceeded a 90 day placement.

Issue Date vs. Start Date

Permit Details

First Name [REDACTED] Last Name [REDACTED] PIC [REDACTED]
SSN [REDACTED] Date of Birth [REDACTED]
Permit Number: [REDACTED] Permit Type: Daily Substitute Permit Year: 2025 - 2026

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒	[REDACTED]	Lansing Public School District	08/05/2025	08/18/2025	08/18/2025		08/31/2026

If this teacher began a long-term assignment on August 18, 2025, + 90 **calendar** days = November 16, 2025.

If a long-term assignment didn't begin until January 5, 2026, = 90 **calendar** days = April 5, 2026.

Paid Date vs. Issue Date

Permit Details

First Name

[REDACTED]

Last Name

[REDACTED]

PIC

[REDACTED]

SSN

[REDACTED]

Date of Birth

[REDACTED]

Permit Number:

[REDACTED]

Permit Type: Daily Substitute Permit Year: 2025 - 2026

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒	[REDACTED]	Chandler Park Academy - HARPER WOODS	09/05/2025	09/04/2025	09/05/2025		08/31/2026
☐	[REDACTED]	Creative Montessori Academy - SOUTHGATE	02/18/2026	09/04/2025	02/18/2026		08/31/2026
☐	[REDACTED]	Hope Academy - DETROIT	09/09/2025	09/04/2025	09/09/2025		08/31/2026
☐	[REDACTED]	Voyageur Academy - DETROIT	09/04/2025	09/04/2025	09/04/2025		08/31/2026

Permits are not valid before the **ISSUE DATE** of the permit, and permits are not issued until they are paid.

One permit fee per person, per academic year.

Extended Daily 90 Day Validity

What is the last date the educator is needed in this role for this school year? 6/10/2026

What was the initial date the educator was instructing students in this role? 8/25/2025

Permit Number: [REDACTED] Permit Type: Extended Daily Substitute Permit Year: 2025 - 2026

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒	[REDACTED]	Eastpointe Community Schools	11/26/2025	08/15/2025	11/26/2025	ELEMENTARY K-5 ALL SUBJECTS (K-8 ALL SUBJECTS IN SELF-CONTAINED CLASSROOM)	02/21/2026

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.

Emergency Extended Validity

Permit Number: [REDACTED] Permit Type: **Extended Daily Substitute Permit** Year: 2025 - 2026

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒	[REDACTED]	[REDACTED]	11/18/2025	08/18/2025	11/18/2025	LANGUAGE ARTS	03/01/2026
☐	[REDACTED]	[REDACTED]	11/18/2025	08/18/2025	11/18/2025	MATHEMATICS	03/01/2026

Permit Number: [REDACTED] Permit Type: **Emergency Extended Daily Substitute Permit** Year: 2025 - 2026

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒	[REDACTED]	[REDACTED]	02/02/2026	08/18/2025	02/02/2026	LANGUAGE ARTS	08/31/2026
☐	[REDACTED]	[REDACTED]	02/02/2026	08/18/2025	02/02/2026	MATHEMATICS	08/31/2026

Emergency Extended Daily Sub Permits are valid through the end of the academic year, even if it is longer than 90 calendar days.

March 1, 2026, + 90 Calendar Days = May 30, 2026.

Best Practices

What is the reason for this extension?

Individual does not have passing test scores for the subject area

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
☒			11/18/2025	08/18/2025	11/18/2025	LANGUAGE ARTS	03/01/2026
☐			11/18/2025	08/18/2025	11/18/2025	MATHEMATICS	03/01/2026



Other Permit Nuances

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

ISD/RESA Permits

Gogebic Ontonagon ISD

Covered by a GOISD Permit

GOISD

Bessemer

Ewen-Trout Creek

Ironwood

Ontonagon

Wakefield-Marenisco

Watersmeet

Not covered by a GOISD Permit

Every other Michigan district



Example

GOISD pulls a Daily Sub Permit for Ms. Smith to use as a Daily Sub for the districts within the ISD.

Ironwood has a certified teacher that goes out on an unexpected medical leave, and places Ms. Smith to sub in the assignment for 90 calendar days.

The certified teacher is unable to return after 90 calendar days, and Ironwood now needs an Extension to the Daily Sub Permit for Ms. Smith to continue her assignment. However, Ironwood can't apply for the extension because Ironwood did not obtain the initial sub permit, GOISD did. GOISD would need to obtain the permit extension.

"The Free 90"

Michigan Teacher Certification Code R 390.1143(2)(c) – A school district or nonpublic school is not required to obtain a daily substitute permit for an individual who holds a valid Michigan teaching certificate for an assignment of not more than 90 consecutive calendar days outside the validity of the teaching certificate.

Educators who hold valid Michigan teaching certificates can teach for up to 90 calendar days outside of their certificate without needing to be placed under a permit.

This means all educators with valid Michigan teaching certificates are appropriately credentialed for all teaching assignments on Fall Count Day.

Special Ed and Content

Teacher A

Subject/Grade Level	Institution	IsNullified?	Nullified Date
ELEMENTARY K-5 ALL SUBJECTS (K-8 ALL SUBJECTS IN SELF-CONTAINED CLASSROOM) (ZG) K-8		No	
LEARNING DISABILITIES (SM) K-12 Added 5/13/2022	Ferris State University	No	
SCIENCE (DX) K-8		No	

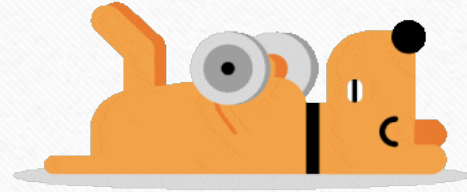
Teacher B

Select App	App #	School District	Date Evaluated	Paid Date	Issue Date	Subject Area	Expiration Date
		Montrose Community Schools	08/22/2025	08/25/2025	08/25/2025	EMOTIONAL IMPAIRMENT	08/31/2026

Educators who hold only Special Education endorsements cannot teach content areas. They can co-teach with teachers who hold appropriate content endorsements.

Electives

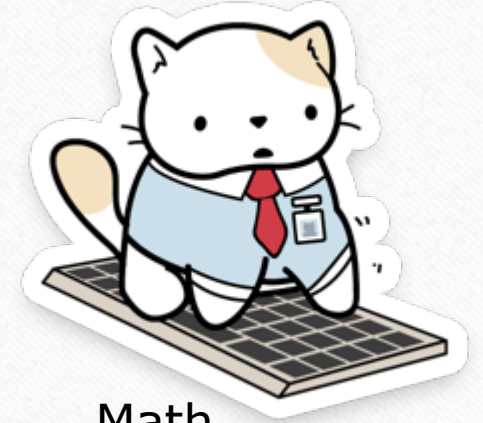
Still must be taught by a credentialed teacher.



Physical Education



Band



Math



Dance



Yearbook



World Religion

Non-Endorsed Areas

Requires the teacher to be certified at the grade level and should possess appropriate content knowledge and skills

How Much Do Permits Cost?

\$45.00

Per person, per year.

That's it.

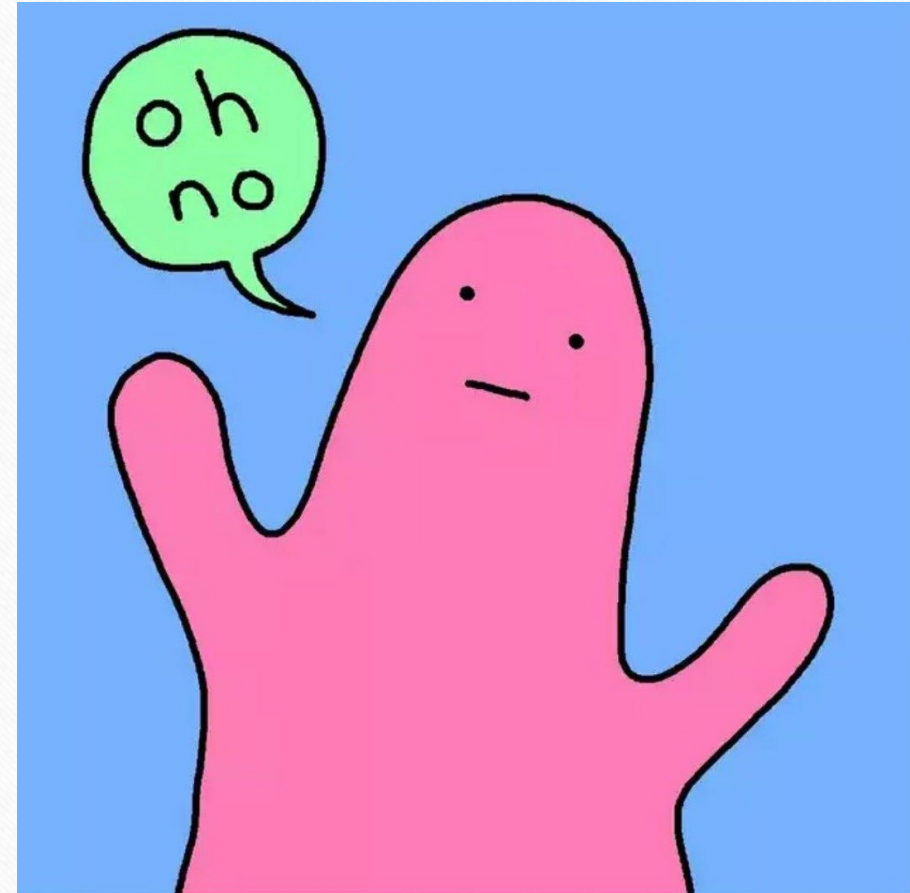


What Is The Cost for Non-Compliance?

\$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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