

Teacher Permit Options Overview

Daily Substitute Permit

- Used for INTERMITTENT daily substitute assignments when a teacher is temporarily [unavailable](#).
- Requires at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- **Is limited in a single teaching assignment to no more than 90-calendar days.**

A similar [Daily Substitute Authorization](#) is available for substitute assignments in non-CTE funded industrial technology education classrooms.

Extension of the Daily Substitute Permit

- A Daily Substitute Permit may be EXTENDED to provide additional coverage when the teacher is unable to return to the classroom and a properly prepared, certified, endorsed or otherwise authorized individual is [unavailable](#).
- Requires at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- Requires a formal satisfactory observation.
- Requires the district/school to assign a mentor teacher.
- Limited to one additional 90-calendar days in the same teaching assignment.
- An Emergency Extension may be approved by the State Superintendent when/if circumstances warrant. Schools should review the [Daily Substitute Transition Plan](#) document prior to considering the Emergency Extension option.

The following substitute permits authorize a non-certified or endorsed individual to teach up to a maximum of 4 years in the assigned area:

Full-Year BASIC Substitute Permit

- Requires at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two- or four-year colleges or universities.
- If the assignment is in a core discipline area, the individual must have a corresponding major (or equivalent of 30 semester hours in the content area) on the transcript or passing scores on the state approved discipline area test.
- Requires the district/school to assign a mentor teacher.
- Can be renewed for subsequent years if the following conditions have been met:
Renewal 1: Effective or highly effective ratings in the assigned area and enrollment in a state approved teacher preparation program leading to certification.

Renewal 2-3: A minimum of 6 semester credit hours towards completion of the program. Note: This means 6 additional credit hours earned since the previous renewal.

Full-Year SHORTAGE Substitute Permit

- **Is only approved up to 0.5 FTE per teacher.**
- Requires the teacher to hold a Michigan Professional, Advanced Professional Teaching, Permanent, Life or Continuing Certificate.
- If the assignment is in a core subject area, the individual must have a corresponding major or passing scores on the state approved subject area test.
- Is limited to a maximum of three subject areas per permit.
- For assignments in special education, schools should utilize the existing [Special Education Personnel Approval System](#).
- Can be renewed with effective or highly effective ratings in the assigned area.

Expert Substitute Permit

- **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 by passage of an appropriate state approved world language oral examination.
- If the assignment is in a core subject area:
 - The individual must have a corresponding major or passing scores on a state approved subject area test.
 - Requires the individual to hold a bachelor's or higher degree from an approved regionally accredited institution.
- If the assignment is in a non-core subject area the individual must **either**:
 - have completed at least 60 semester hours of satisfactory credit (grade 'C' or better) combined from one or more regionally accredited two or four-year colleges or universities; and
 - hold a corresponding [business or industry license](#) if an applicable license is availableOR
 - holds a bachelor's or higher degree from an approved regionally accredited institution.
- Can be renewed with effective or highly effective ratings in the assigned area.
- It is *recommended* that the district/school assign a mentor teacher.

Detailed guidance on permits can be found within the [Fact About Michigan Substitute Permits](#) document, along with guidance on obtaining the [School Administrator Permit](#). Utilize the [Permits: How they Work](#) guidance document for specific application directions.

Additionally, the [Michigan Administrative Rules for Special Education](#) (MARSE) authorizes MDE to grant temporary approval as a teacher of students with disabilities to individuals who hold a valid Michigan teaching certificate (R 340.1783). Similar to a permit, this [Special Education Approval](#) is applied for and obtained through MOECS.