

ISHPEMING PUBLIC SCHOOL DISTRICT NO. 1  
319 EAST DIVISION STREET  
ISHPEMING, MICHIGAN 49849



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### Attention Substitute Teachers

The Ishpeming Public School District utilizes the company of PCMI Services for employment of substitute teachers. Once you have completed the process to obtain your Substitute Teaching Permit through Marquette-Alger Regional Education Service Agency, their information is also provided below, please contact [www.pcmiservices.com](http://www.pcmiservices.com) for employment procedures. For your convenience you may also use the PCMI Login link located under the "Employment" tab on our website ([www.ishpemingschools.org](http://www.ishpemingschools.org)) which will take you directly to their website.

In the meantime, if you should have any questions or need assistance, please contact the Office of the Superintendent @ 906.485.5501 Ext. 431, at your convenience.

P. 877.855.7264  
F. 517.647.7535  
217 West St. Suite 17  
P.O. Box 215  
Ishpeming, Michigan 49872  
**BE A SUB**  
[www.pcmiservices.com](http://www.pcmiservices.com)

- Do you have a desire to work with children?
- Do you have excellent communication skills?
  - Do you have the ability to lead?
  - Would you like to earn extra money?
  - Do you like creating your own schedule?
- Do you interact with faculty and staff in a professional manner?
  - Can you pass a state required background check?

If you answered **YES**,  
Ishpeming Public Schools  
is looking for you!

**NOW HIRING**  
Substitute Teachers  
Substitute Support Staff

**APPLY NOW**

at

[www.pcmiservices.com](http://www.pcmiservices.com)

*Another Century of Excellence*

# MARQUETTE-ALGER REGIONAL EDUCATIONAL SERVICE AGENCY

321 East Ohio Street • Marquette, MI 49855

## SUBSTITUTE TEACHING PERMIT - INSTRUCTIONS / INFORMATION GENERAL

A substitute teaching permit is good for one school year and needs to be renewed each school year.

A permit is issued to a “district,” not to an individual. A local or regional educational service agency and public/non-public academies may apply for a permit to the Michigan Department of Education. If a local district or academy applies for a permit, it is valid in that school district/academy only; however, if a regional educational service agency applies for the permit, it is valid for teaching in all of the local districts/academies in that RESA.

### INSTRUCTIONS FOR PERMIT

**\*INFORMATION PACKET MUST BE RETURNED TO MARESA NO LATER THAN 30 DAYS AFTER PRINTS ARE TAKEN. AFTER 30 DAYS PRINTS WILL BE DEEMED INVALID AND MUST BE RE-TAKEN AT THE EXPENSE OF THE APPLICANT.**

- Fill out application forms – **do not sign the forms, MARESA officials must witness your signature and also notarize the criminal background form.**
- **Fingerprinting must be done.** The Marquette City Police Department (located at 300 W. Baraga) provides this service. No appointment is necessary. You must have the completed “Livescan Fingerprint Request Form” which is included in this application packet, and a picture ID. Fingerprinting will NOT be done without this form. Cost is \$80, payable by cash or check. Credit Cards are not accepted.
- If an applicant has a record, it is their responsibility to gather all court documents and present them to MARESA at the time the application is being returned.
- Return the Application and the completed LiveScan Fingerprint Request form to the MARESA office along with a copy of your transcripts showing **60 earned semester hour credits (minimum 2.0 grade point average)**. Credits must be completed at or transferred to a four-year, regionally accredited college or university; they will not be accepted directly from a community college. Transcripts do not need to be official. If applicant has a valid Michigan teaching certificate, a copy must be turned in with the application.
- If you have been substitute teaching in Michigan, have current Michigan and FBI fingerprints on file (must be dated after January 1, 2006), **and have not allowed a year to lapse between substitute teaching**, we can request prints from that district.
- **A permit will be issued when the fingerprint results are reported to MARESA through the Michigan State Police.** When the permit is issued, MARESA will notify the Michigan Department of Education (MDE). You will then receive an invoice **via e-mail** from the MDE for \$45.00 to cover the annual permit fee. Please be sure to pay this promptly or MDE officials will rescind your current permit. **If this fee is not paid within 30 days, we must legally inform the school districts that your permit is invalid.**
- No Fee will be charged to Substitutes with a **valid** Michigan Teaching Certificate on file at MARESA.

***PLEASE NOTE: Some districts use third party contractors (PCMI/PESG), you will also have to fill out and apply for employment with them. A list of those districts and which third party contractor they use is available at MARESA.***

### RENEWING YOUR PERMIT

You will receive an e-mail from MARESA at the end of the school year and will be given the opportunity to indicate your interest in substitute teaching for the upcoming year. You are eligible for a renewal permit if you taught one or more days the previous year. To ensure prompt renewal of your permit, please comply with this important request.

For any questions related to the Substitute Teaching process, please contact Holly Nardi at 906-226-5100.