

# **SUBSTITUTE TEACHER REGISTRATION**

Welcome to the Kalamazoo Regional Educational Service Agency. You must register here in order to substitute teach for Climax-Scotts Community Schools and any of the Kalamazoo County Charter, Private, or Parochial Schools.

You must *ALSO* register with EDUStaff in order to substitute teach for Comstock, Galesburg-Augusta, Gull Lake, Kalamazoo Public, Kalamazoo RESA, Parchment, Portage, Schoolcraft, and Vicksburg School Districts.

You may obtain registration information for EDUStaff from their website:

[www.edustaff.org](http://www.edustaff.org)

## **Fingerprint/Criminal Background Check**

Effective January 1, 2006 the State of Michigan requires that all substitute teachers be Livescan fingerprinted for a criminal background check. Kalamazoo RESA provides Livescan fingerprinting services at the Service Center (1819 E Milham Ave, Portage) *by appointment only*. There is a charge of \$60 payable to Kalamazoo RESA with cash, personal check, or money order.

### **NO CREDIT /DEBIT CARDS**

Call 269-250-9200 to make an appointment.

A fingerprinting appointment will be required if you do not have fingerprints on file with a current school district. If you need to have fingerprinting done, please ask the Kalamazoo RESA Service Center front desk for a Livescan form and have them schedule an appointment for you (if you are registering with EDUStaff, the form is available online at [www.edustaff.org](http://www.edustaff.org)). Fill out the Livescan form completely and bring the form, \$60 cash/check, and a valid state photo ID to your fingerprint appointment.

Note: Kalamazoo RESA will share criminal background checks (fingerprint reports) with any Michigan school district, public school academy, or non-public school for employment purposes when the request comes in writing from the requester with appropriate releases from the employee.

## **Instructions for filling out the forms in this packet:**

- Read and fill out the form addressed to your Current/Former Employer down to your signature, sign and date it. Kalamazoo RESA will mail this form.
- The Application for Substitute Teacher Certification form should be filled out down to your signature. If you do not have a valid Michigan teaching certificate, just leave the mid section blank.
- Fill out Section 1 only of the I-9 form, sign and date it.
- Read and sign the Authorization for Release form. This form permits Kalamazoo RESA to request and/or release information for/from your file.

**Bring the completed forms back to Kalamazoo RESA after you have had fingerprinting done (or on your fingerprint appointment date), along with the following:**

- Passport or
- Driver's License or State ID and Social Security Card or
- Driver's License or State ID and Birth Certificate

➡ Teaching Certification, which may be **ANY ONE** of the following:

- **Michigan teaching certificate** - If you have a Continuing or Permanent Teaching Certificate please bring your certificate with you; a copy will be made for your file. You will not be charged the \$45 annual substitute teacher permit. If you have an expired Michigan teaching certificate, you are eligible for a substitute teacher permit and will be billed \$45 for the annual substitute teacher permit. A copy of transcripts will be required.
- **Out-of-state teaching certificate and college transcript** - You are eligible for a substitute teacher permit.
- **Official college transcript**, which has an official seal on it and shows a minimum of **90 credit hours completed at either a 2 or 4 year accredited college or university**. Report cards and audits are **not** acceptable. A listing of all accredited colleges and universities can be found at [www.mde.gov](http://www.mde.gov).

### **Substitute Teaching Permits**

The State of Michigan charges a \$45 fee per school year for all substitute teaching permits. You will be billed via e-mail within a few days after the completion of your registration file (when all completed paperwork is turned in, all responses for information received, and annual sub authorization has been applied for with MDE). This permit fee must be paid before you begin subbing.

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