

# Substitute Career Authorization

## Michigan Law

Michigan law requires schools to hire and employ properly certified and endorsed educators (MCL 380.1246, 380.1231 and 380.1233). In order to systematically address needed exceptions to law, the Michigan Department of Education (MDE) has established Administrative Rules in accordance with MCL to authorize [permits](#), authorizations and [approvals](#). A school district, public school academy, or nonpublic school must obtain a permit, Annual Career Authorization (ACA) or Substitute Career Authorization to employ an individual or teacher who does not hold a valid and appropriate endorsement or certificate, including an individual employed under MCL 380.1531, 380.1233, 380.1233b, 380.1233c, 380.1531f, 380.1246, and 380.505.

In accordance with newly revised law ([MCL 380.1233](#)), the issuance of a Substitute Career Authorization (SCA) is content specific and allows a non-certified or endorsed individual to be employed in daily or intermittent substitute assignments when a teacher is temporarily [unavailable](#) for an industrial technology education course or state-approved Career and Technical Education (CTE) course.

## Application Requirements

Only the employing district may apply for an SCA through the Michigan Online Educator Certification System ([MOECS](#)).

Eligibility for the **SCA** requires all of the following:

1. The individual must possess a high school diploma or GED.
2. For substitute teaching in a subject matter or field in which a [business or industry license or certification](#) is required, at least ONE of the following is required:
  - Holds a valid professional business license or industry certification in that same subject matter or field.
  - Previously held a business or industry license or certification in that same subject matter or field that expired no more than two years before the non-certificated substitute teacher's initial employment under this section and was in good standing immediately before the license or certification expired.
  - The district must verify the individual's work experience meets the recent and relevant requirements specified in the [CTE: Recent and Relevant Experience Requirements](#) guidance.

## Placement Options

- The SCA can be used on an intermittent basis or in a single daily assignment which may not exceed 40-consecutive calendar days in a classroom due to CTE funding requirements. If the substitute remains assigned to the state-approved CTE program beyond 40-consecutive calendar days, courses taught by this instructor may not be reported in the Career and Technical Education Information System (CTEIS).

Note: In certain state-approved CTE programs there are a required number of hours of instruction under the supervision of an appropriately qualified instructor for students to be eligible for industry certification or licensure. Therefore, the substitute must hold an unexpired industry-specific credential to operate labs such as cosmetology (LARA), aviation (FAA), etc. Special circumstances or additional questions about substitute teaching in specific state-approved CTE programs should be directed to the appropriate Career Readiness Unit CTE program consultant.

- A teacher holding the following valid certificates can teach 90-calendar days outside of the area of endorsement or CTE endorsement specified on his/her certificate(s) without the need for permit, authorization or approval:
  - Standard CTE Certificate
  - Professional CTE Certificate
  - Standard Teaching Certificate
  - Professional Teaching Certificate
  - Advanced Professional Teaching Certificate
- A school district can apply for a [Daily Substitute Permit](#) to authorize an individual to teach 90-calendar days in either a state-approved CTE funded program or a general education setting. If the substitute remains assigned to the state-approved CTE program beyond 40-consecutive calendar days, courses taught by this instructor may not be reported in the Career and Technical Education Information System (CTEIS). Note: This same permit can be obtained for teachers holding certificates as specified in item number one above to add an *additional* 90-calendar days of authorization.
- Districts seeking qualified individuals from business and industry to instruct in a state-approved, CTE funded program may do so under an [Annual Career Authorization](#) (ACA).

If the district would like to place a paraprofessional in the classroom as a substitute when the teacher of record is not available, the district must apply for either an [ACA](#), SCA, or [Daily Substitute Permit](#).

All other staffing/substitute teaching special circumstances should be directed to the appropriate [CTE program consultant](#).