

TEACHER CERTIFICATES AND PERMITS



File Teacher Certificates and Required Permits in Employee Personnel Folder.



File Teacher Certificates and Required Permits in Site Manual.

Bay Mills requires that readable and current copies of all teaching Certificates and required Permits be kept in the employee's file at the academy.

The Revised School Code requires that all teachers be properly certified and endorsed to teach all subjects and/or grade levels to which they are assigned. Infrequently, it may be impossible to find a certified or endorsed teacher for a particular grade or subject. You must document your search for fully certified and endorsed teachers and, if none are available, seek an appropriate permit before December 1 of the school year in question.

NOTE: It is becoming more and more difficult to obtain such permits. Beginning in 2006-07, in general, permits will be issued to teachers who have satisfied the Highly Qualified requirements of NCLB. Substitute teachers also require yearly permits.

To comply with these requirements, the following must be kept in the employee's personnel folder, in the order listed:

1. Readable copies of both the front and the back of the Certificate, with Teacher Oath clearly signed and notarized.
2. Documentation of your search for fully certified and endorsed employees if none can be found.
3. Copies of Applications for temporary permits for those non- certified and/or non-endorsed teachers, signed by the employee.
4. Copies of on line applications and on-line permit status for substitute teachers.

The status of employee certificates and permits is included on the Employee Verification Report spreadsheet.

Bay Mills Community College also requires that a copy of all employee certificates and permits are file in the Site Manual.

The support material on the following pages provides more specific and detailed information, as well as suggested forms and formats when appropriate. Refer to the state website, www.michigan.gov/teachercert, for up-to-date information.