

Criminal Background Check and Fingerprinting – Substitute Teacher Permit

Ferris State University School of Education requires student teachers to complete a criminal background check according to the host school's policy and procedure. You may not begin your student teaching assignment until FSU has evidence that your results are on file with the host school. Be aware, should the district require fingerprinting, there is a **fee** for the **fingerprinting/background check**. You will be expected to cover/pay any fees.

To complete the criminal background check requirement:

- contact your host school's central office for information regarding the requirement(s) and procedure,
- if fingerprinting is required, obtain the appropriate Livescan form with the agency ID and appropriate fingerprinting code,
- ask the host school where they prefer to have Livescan fingerprinting completed,
- complete the form and take it to the location advised by the host school,
- complete your Livescan fingerprinting and obtain a receipt.
- submit a copy of the signed Livescan for or fingerprint receipt to the Field Placement Office.

You may begin this process when a tentative placement has been assigned, however, your fingerprinting results must be on file with the host school, before beginning your student teaching assignment.

If you hold a current substitute teacher permit, you may still need to complete the above process. This is a government (MSP and FBI) requirement, as you will not be continuously employed as a substitute during student teaching. www.michigan.gov/documents/msp/school_guidance_400320_7.pdf (Special Circumstances: I am a student teacher ... page 20.)

When to apply for a substitute teacher permit?

Student teachers are advised to apply for a substitute teacher permit toward the end of student teaching (November or March), or any time after the fourth week of student teaching, if the school wishes to have you sub for your teacher. You will need to be re-fingerprinted (there is a fee) and there is a **fee** for the **substitute teacher permit**.

To begin the process, verify which agency your host school uses or the schools in the area you will be living and visit the agency's website to find information regarding the application process. In Michigan, the following agencies are used.

- **EDUStaff** (BR/Traverse City/Ottawa areas): <https://www.edustaffonline.com/>
- **PESG Professional Educational Services Group** (Grand Rapids/Flint areas): www.subpass.com
- **PCMI Powered by Willsub** (BR/Traverse City areas): www.willsub.com

1. **Begin the process by accessing the substitute agency web site for a list of schools/districts serviced where you will want to substitute.**
2. **Contact the agency, such as EDUStaff, PESG or PCMI-Willsub, etc. to apply.**
(The 'process' usually takes more time than one would think, and your attendance at a face-to-face meeting will be required. Some districts have their own procedures and do not use a sub agency.)
3. The substitute agency will require your: official college transcripts (there is a fee) showing your earned credit hours, two forms of identification and social security number. Refer to the agency web site for specifics.

Understand that the results of your fingerprints/criminal background information will be filed with the host school/district – not the sub agency or Ferris. **Keep copies of all records and documentation for future reference.**

4. If you are already a registered substitute, you may need to authorize a release or transfer of information.