

## Substitute Teaching for Delton Kellogg Schools through EduStaff

1. Begin the application screening at <https://account.edustaff.org/apply/>
2. On the EduStaff website, complete the GCN Tutorials- these are training presentations that must be completed before moving forward in the process.
3. Complete additional required paperwork and verifications, such as getting transcripts and an annual Substitute Teaching License. EduStaff will walk you through this process.
4. Sign up for an EduStaff Guest Teacher Workshop- these are being conducted virtually via Zoom at this time.
5. Complete the RI-030 and RI-088A LiveScan fingerprint forms and get your fingerprints done. EduStaff will give directions for this during the Guest Teacher Workshop. If you have additional questions about the process after attending the Workshop, please call EduStaff at 877-974-6338, or Delton Kellogg's Central Office at 269-623-1501.
6. Await approval from DK Schools. This usually occurs about a week after your fingerprinting appointment.
7. After approval, you will receive an invitation to sign up with Red Rover, the substitute dispatching system.
8. Begin taking assignments!

Before you begin, the process, please take a moment to review the Employment Requirements as written by EduStaff:

### Employment Requirements

#### Completed Online Application

EDUStaff will not accept incomplete applications for employment. If an incomplete application is submitted you will be notified by an EDUStaff representative of your incomplete status. Your application will not be approved until all requirements have been met.

#### Acceptable Form of ID (As required by Federal I-9 Requirements)

[View list of acceptable forms.](#)

#### Professional Development

All EDUStaff applicants will be required to complete several online professional development training modules. EDUStaff GCN requirements are as follows:

#### K-12 Applicants

- Active Shooter
- A Guide for Substitute Teachers – (Substitute Teacher applicants only)
- Allergy Management
- Bloodborne Pathogens
- FERPA
- Food Safety – (Food Service applicants only)
- Hazardous Communications
- Seclusion & Restraint
- Sexual Harassment
- State and Federal Laws K12 (Required for all in-classroom applicants)
- Title IX

### Higher Education (College and University) Employees

- FERPA
- Sexual Harassment
- State and Federal Laws Higher Ed

### Employee Reference Check

As a condition for employment with EDUStaff, employee reference checks are required for all new applicants.

### State Specific Requirements

-  Michigan

Educational Documents for Michigan (Substitute Teachers and Higher Education Applicants Only)

EDUStaff accepts the following educational documents:

- Official Transcripts with a total of 60\* credit hours and a minimum 2.0 GPA from regionally accredited colleges/universities
- Temporary Teaching Authorization
- Current Michigan Teaching Certificate
- Expired Michigan Teaching Certificate
- Out of State Teaching Certificate accompanied by an official undergraduate transcript from a two or four-year accredited college/university showing 60\* credit hours and a minimum 2.0 GPA

\*Some school districts may require more than 60 credit hours.

## Information about specific educational document situations:

- Official Transcripts Received Electronically: Certain colleges/universities send official transcripts via email. EDUStaff will only accept an electronic transcript if it is sent directly to us from the college/university.
- Foreign Transcripts:
  - Acceptable foreign transcript: Credits completed at an accredited teacher preparation institution in one of the following four provinces of Canada are acceptable and do not need to be evaluated.
    - Ontario
    - Newfoundland
    - Quebec (unless the transcript is not in English)
    - Saskatchewan
  - Unacceptable foreign Transcripts: If a transcript is from a foreign college or university and does not meet the above requirements, the transcript must be evaluated by an accredited agency (see "[Foreign Credit Evaluation Agencies](#)" section). EDUStaff must have the evaluated transcript on file before the applicant can be hired as a substitute teacher. A list of accredited evaluation agencies is located at the end of this section.
- Teaching Certificates: A copy of the teaching certificate must be on file with EDUStaff. Web-printouts verifying the certificate are not acceptable.
- Temporary Teaching Authorization: Issued to individuals that possess a valid out-of-state teaching certificate and have met all requirements for the Michigan Provisional certificate, except passing the Michigan Test for Teacher Certification. This certificate is valid for a year from the date it was issued.
- Current Michigan Teaching Certificates
  - Provisional Certificate: The initial teaching certificate issued upon successful completion of an approved teacher preparation program. Valid for up to 6 years. Can be renewed for up to 3 years with the completion of 10 semester credit hours in a planned program at an approved teacher preparation institution. A second 3-year renewal requires completion of 18 semester hours in a planned program at an approved teacher preparation institution.
  - Professional Education Certificate: Requires completion of 18 semester hours in a planned course of study after the issuance of the Provisional certificate, completion of Michigan's reading requirement (6 semester hours of teaching reading for elementary teachers or 3 semester hours for secondary teachers and 3 years of successful teaching experience). Valid for up to 5 years.
  - Continuing/Permanent Certificate: Neither certificate is currently issued by the Michigan Department of Education. However, any previously issued certificates are valid and do not expire.

- Expired Michigan Teaching Certificates: Official transcripts are not required with an expired Michigan Certificate.
- Out of State Teaching Certificates: Applicants with out of state teaching certificates are required to submit an official undergraduate transcript from a four-year accredited college/university showing 90+ credit hours and a minimum 2.0 GPA.

#### Fingerprinting

The State of Michigan, as well as EDUStaff, requires all individuals regularly providing instructional, food, custodial, transportation, counseling, or administrative services in a public or private school, or instructional or auxiliary services to special education students to be electronically printed under the SE – MI SCHOOL EMPLOYMENT (MCL 380.1230a) reason code.

For K-12 positions, if previously fingerprinted for MI School Employment, your fingerprint results must meet the following requirements in order to be valid:

- Fingerprints were taken after January 1, 2006.
- You have been regularly and continuously employed by a K-12 educational institution or its 3rd party staffing company since being printed.

If your fingerprints do not meet these requirements, you must use the EDUStaff live scan request form to be fingerprinted. For a list of approved live scan vendors, please click [here](#). Other live scan sites may be available through the sheriff or local police departments. Fees vary depending on choice of location.

All higher education staff must have a Risk Aware criminal background check completed by EDUStaff. EDUStaff employees requiring a Risk Aware criminal background check will be subjected to a ten dollar processing fee.

#### Foreign Credit Evaluation Agencies

##### **World Education Services, Inc.**

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Telephone: (212) 966-6311

Chicago Telephone: (312) 222-0882

Fax: (212) 739-6120

E-mail: [info@wes.org](mailto:info@wes.org)

Website: <http://www.wes.org>

**Educational Credential Evaluators, Inc.**

P.O. Box 514070

Milwaukee, WI 53203-3470

Telephone: (414) 289-3400

Fax: (414) 289-3411

E-mail: [eval@ece.org](mailto:eval@ece.org)

Website: <http://www.ece.org>

**International Education Research Foundation, Inc.**

P.O. Box 3665

Culver City, CA 90231-3665

Telephone: (310) 258-9451

Fax: (310) 342-7086

Website: <http://www.ierf.org>

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