Directions for Completing the PCMI Application Process (Substitute Teachers):

Additional Information:

- You may not be able to complete the application using a phone or tablet. Thus, PCMI suggests using a desktop computer to complete the application and training modules.
- If you have questions during the PCMI application process, please contact PCMI Services at 877-855-7264.

To apply to PCMI Services, please visit: www.pcmiservices.com.   The PCMI application process is a two-step process. You will not receive Part 2 until Part 1 has been completed and verified.

1. Then click on the "Start" Button to begin a new application.

2. Create an Account by entering your personal information.

3. Select "Traverse City Area Public Schools" from the School District drop-down menu.

4. Select "Substitute Employee" from the Work Type drop-down menu.

5. Lastly, select the primary type of position you wish to apply for under the Position drop-down menu. You can always add more positions once your account is created.

6. Once you click "Create Application" at the bottom of the screen, you will be sent a verification email, which will prompt you to begin the PCMI application process.

7. The verification will include a link and a password code. Please click on the link and type in the password code provided to begin the application.

8. **IMPORTANT NOTE:** The State of Michigan requires all substitute teachers who do not currently possess a valid Michigan teaching certificate to obtain a substitute teaching permit in order to substitute teach.
    a. PCMI is responsible for submitting the permit application via the Michigan Online Educator Certification System (MOECS). The fee for the substitute permit is $45, which is paid by you once the permit has been applied for by PCMI and approved by the Michigan Department of Education.
        i. PCMI is required by the State of Michigan to provide verification of your 90 semester credit hours toward an undergraduate degree from an ACCREDITED U.S. 4-year college or university with a minimum GPA of 2.0. YOU WILL BE REQUIRED TO SUBMIT OFFICIAL TRANSCRIPTS TO PCMI SERVICE (scan and email or upload to application).
9. Complete all of the required steps of the employment application.

Step 1: Privacy Policy

Step 2: End User Agreement

Step 3: Legal Information

Legal Information

Online Signup

- Home
- Personal Information ✓
- Privacy Policy ✓
- End User Agreement ✓
- Legal Information
- Education
- Employment History
- References
- Background Check
- Video Training

Legal Questions | **File Uploads**

Legal Questionnaire
Please answer all the questions

1.	Are you legally authorized to work in the United States?	1. -- Please Select -- ▼
2.	PCMI requires applicants to be at least age 18 or older to be employed. Are you 18 years of age or older?	2. -- Please Select -- ▼
3.	Have you ever been dismissed from employment or refused reemployment?	3. -- Please Select -- ▼
4.	Have you ever been convicted of a crime, pled guilty to a crime, or pled no contest to a crime?	4. -- Please Select -- ▼
5.	Have you ever been convicted of or pled guilty to any of the following crimes? -Criminal sexual conduct in any degree. -Assault with intent to commit criminal sexual conduct in any degree. -Attempt to commit criminal sexual conduct in any degree. -Felonious assault on a child, or child abuse in any degree. -Attempt to commit child abuse in any degree. -Cruelty, torture or indecent exposure involving a child.	5. -- Please Select -- ▼
6.	Have you ever been convicted of or pled guilty to delivering or distributing controlled substances to a minor?	6. -- Please Select -- ▼
7.	Have you ever been convicted of or pled guilty to recruiting or indicting a minor to commit a felony?	7. -- Please Select -- ▼
8.	Have you ever been convicted of or pled guilty to a felony? (If you have been convicted of or pled guilty to a felony, you **WILL NOT** be employed.)	8. -- Please Select -- ▼
9.	Did you retire from the Michigan's Public School Employees Retirement System (MPSERS) on or after July 1, 2010? (PLEASE NOTE: Any retiree of MPSERS with a retirement effective date on or after July 1, 2010 who performs a core service in a Michigan public school through a 3rd party or as an independent contractor, forfeits his or her public school pension and health care benefit subsidy for the duration of the core service. For a list of Core Services, please click here.	9. -- Please Select -- ▼
10.	Are you a U.S. Military Veteran?	10. -- Please Select -- ▼
11.	Are you related to anyone at the primary district for which you are applying for employment?	11. -- Please Select -- ▼
12.	PCMI requires applicants to possess a minimum of a high school diploma or G.E.D. to be employed. Do you have a high school diploma or G.E.D.?	12. -- Please Select -- ▼

Submit

Step 4: Education and Certification

Education:

Online Signup

- Home
- Personal Information ✓
- Privacy Policy ✓
- End User Agreement ✓
- Legal Information ✓
- Education
- Employment History
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High School

High School Information:True

High School Name [_____]

City [_____] State -- Please Select -- ▼

Graduation Year [____] If you received a GED, enter the year you received it here.

After High School -- Please Select -- ▼ *You must upload proof of college if you have attended college.

Submit

TCAPS
Traverse City Area Public Schools
Great Community, Great Schools

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Joethe Substitute : App.# 1100294 : logout

Education:

| High School | Colleges | Certifications | File Uploads |

─ College List: 0 ───

Add College

*Michigan substitute teachers are required to have at least 90 credit hours at 1 college AND supporting transcripts.
Other positions, (aides, para professionals, etc.) in Michigan do not have this requirement.

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Online Signup

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Education:

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─ College List: 1 ───

Name	Attended	Credits	Degree			
Central Michigan University	08/2006 - 06/2011	146	Bachelors	-delete-	-edit-	-upload transcript-

Add College   Proof of college will be required later if not provided here.

*Michigan substitute teachers are required to have at least 90 credit hours at 1 college AND supporting transcripts.
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─ **Certificate Information** ─────────────────────────────
Your certificate or license must be from the state you've selected to work in.

Certificate 1 Type [No Certificate ▼]
Number [_____]
Received [00/00/00]
Expires [00/00/00] ☐ Check box if non-expiring certificate.

Certificate 2 Type [No Certificate ▼]
Number [_____]
Received [00/00/00]
Expires [00/00/00] ☐ Check box if non-expiring certificate.

Submit

https://signup.willsub.com/index.asp?fuseaction=p1_education.show#_page=1#tabs-3

Step 5: Employment History

Step 6: References

Step 6: Fingerprint Background Check

10. If you have not yet completed the Federal and State Fingerprint Background Check, please do so now. The Fingerprint Background Check is available by appointment at the TCAPS Human Resources Office (located at 412 Webster St. Traverse City, MI 49686). The cost is $64. Debit/Credit Card or Money Order accepted only.

Cash or personal checks will not be accepted. Please call Joyce Julian in the Human Resources Office at 231-933-1710 to schedule your fingerprinting appointment (Monday-Friday, 8:00am-5:00pm). The fingerprint background check must be completed before you can begin working with students.

Step 7: Video Training Modules

11. You will be required to complete a set of training modules, including 1) Bloodborne Pathogens, 2) Corporal Punishment, 3) FERPA, 4) Hazard Communications, and 5) Sexual Harassment. These training modules are required by PCMI and take approximately 2-3 hours to complete.

12. After submission of the PCMI application, PCMI will verify your fingerprint background check (through an affidavit provided to the TCAPS Human Resources Office) and your references will be checked. Once results have been received and verified, PCMI will notify you via email to complete Packet 2 (payroll information). Please keep an eye on your email, as sometimes the Packet 2 notification goes to your *Spam* or *Junk* inbox.

13. The email notice will instruct you to log into your PCMI/Applitrack account to complete the appropriate post-employment documents, which include State and Federal tax forms, Direct Deposit information, and the request for two forms of ID.

a. Accepted forms of ID include U.S. Driver's License, School ID card with a photograph, Voter's registration card, U.S. military card, U.S. Coast Guard MMD Card, Native American tribal document, Driver's License issued by the Canadian government, U.S. Passport or U.S. Passport Card, Permanent Resident Card or Alien Registration Receipt Card, Foreign passport, Employment Authorization Document or Card containing a photograph). For more information on accepted forms of ID, please visit http://www.uscis.gov/i-9-central/acceptable-documents.

Please contact PCMI Services with questions regarding the application process at 877-855-7264 or Grace O'Malley in the TCAPS Guest Teacher Office (231-933-1714 or omalleygr@tcaps.net) for additional information.