

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.

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Online Signup

Welcome to PCMI

If you do not have an online account, go to the "Start" link on the left and create your basic user profile. If you have already created an account, go to the "Login" link and enter your email address and password to access your account.

The first step in the application process requires you to enter a valid email and password of your choice. Once you have entered your email/password combination and responded to the welcome email, you will then be able to proceed with the remainder of the application.

YOU DO NOT HAVE TO COMPLETE THIS IN ONE SESSION. You are able to save your application and login as many times as needed to complete / update your application, using your email address and the password you created.

2. Create an Account by entering your personal information.

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Online Signup Start

To start the signup process, we need to collect some information to create your account.

Please fill in the form to the right; all entries are required except where noted.

An email address is required and will be used to verify your account.

your email address will be your User ID and will be required when you login to access your account.

The password you choose must be at least 6 characters long, should contain a combination of lowercase and uppercase letters, and include numbers and/or special characters, such as (+, -, ^, ~, #, !). Your password strength must be strong, as is indicated after the password entry field.

Once you complete the form and submit your entry, you will be sent a verification email. This will allow you to verify your email address and begin the application process.

Create Account

Details

Legal First Name *You will not be able to change your name until after you are hired.

Legal Middle Name (optional)

Legal Last Name

Email IMPORTANT! Your email will be your User ID.

Confirm Email

Password min 6 characters, lowercase and uppercase letters, include numbers and/or special characters.

Confirm Password

Security Question --Please Select--

Security Answer IMPORTANT! You will need to remember this to reset your password.

Referred By -- Please Select --

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

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Online Signup: Application Start

Congratulations Joethel! You have successfully verified your account password.

The next step is to start your application by completing the form on the right. If you do not complete this step now, you will need to verify your password again to return to this step.

Begin Application

Details

Applicant Name: Joethel Substitute

Email address:

Other Names: *Maiden name, prior married names, nick names, or aliases

Address 1: 412 Webster St

Address 2: (optional)

City: Traverse City State: Michigan Zip: 49686

Primary Phone: 231 - 933 - 1714 Type: Work

SSN: ***** (please enter with dashes, i.e. 123-45-6789. This ensures a duplicate application does not exist.)

Confirm SSN: *****

Work State: Michigan

School District: Traverse City Area Public Schools (This is your initial district, others can be added after you're hired)

Work Type: **Substitute Employee**

Position:

Create Application

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

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Online Signup: Application Start

Congratulations Joethel! You have successfully verified your account password.

The next step is to start your application by completing the form on the right. If you do not complete this step now, you will need to verify your password again to return to this step.

Begin Application

Details

Applicant Name: Joethel Substitute

Email address:

Other Names: *Maiden name, prior married names, nick names, or aliases

Address 1: 412 Webster St

Address 2: (optional)

City: Traverse City State: Michigan Zip: 49686

Primary Phone: 231 - 933 - 1714 Type: Work

SSN: ***** (please enter with dashes, i.e. 123-45-6789. This ensures a duplicate application does not exist.)

Confirm SSN: *****

Work State: Michigan

School District: Traverse City Area Public Schools (This is your initial district, others can be added after you're hired)

Work Type: -- Please select --

Position: **Substitute Employee**

Create Application

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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.

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Online Signup: Application Start

Congratulations Joethel! You have successfully verified your account password.

The next step is to start your application by completing the form on the right. If you do not complete this step now, you will need to verify your password again to return to this step.

Begin Application

Details

Applicant Name: Joethel Substitute

Email address:

Other Names: *Maiden name, prior married names, nick names, or aliases

Address 1: 412 Webster St

Address 2: (optional)

City: Traverse City State: Michigan Zip: 49686

Primary Phone: 231 - 933 - 1714 Type: Work

SSN: ***** (please enter with dashes, i.e. 123-45-6789. This ensures a duplicate application does not exist.)

Confirm SSN: *****

Work State: Michigan

School District: Traverse City Area Public Schools (This is your initial district, others can be added after you're hired)

Work Type: Substitute Employee

Position: **Teacher**

Create Application

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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.

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Online Signup Start

To start the signup process, we need to collect some information to create your account.

Please fill in the form to the right; all entries are required except where noted.

An email address is required and will be used to verify your account.
Your email address will be your User ID and will be required when you login to access your account.

The password you choose must be at least 6 characters long, should contain a combination of lowercase and uppercase letters, and include numbers and/or special characters, such as (-+*^#!-). Your password strength must be strong, as is indicated after the password entry field.

Once you complete the form and submit your entry, you will be sent a verification email. This will allow you to verify your email address and begin the application process

Account Verified.

To complete your account and begin your online application, respond to the email that you will be receiving shortly by clicking on the link provided.

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.

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Online Signup: Account Verify

Joethe, your new account is almost complete. Please verify your information by entering the password you used when you created your account. Once this is verified, you will be asked for additional information and the application process will begin!

Verify Account

Details

Password [REDACTED]

Verify

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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 3: Legal Information

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Online Signup

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

Legal Information

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 inducing 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 --

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Step 4: Education and Certification

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Education:

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.

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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.

Online Signup

- Home
- Personal Information ✓
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Education:

High School | **Colleges** | Certifications | File Uploads

College List: 1

Name	Attended	Credits	Degree
Central Michigan University	08/2006 - 06/2011	146	Bachelors

[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. Other positions, (aides, para professionals, etc.) in Michigan do not have this requirement.

Online Signup

- Home
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Education:

High School | **Colleges** | **Certifications** | File Uploads

Certificate Information

Your certificate or license must be from the state you've selected to work in.

Certificate 1 Type: **No Certificate**

Number:

Received:

Expires: Check box if non-expiring certificate.

Certificate 2 Type: **No Certificate**

Number:

Received:

Expires: Check box if non-expiring certificate.

[Submit](#)

Online Signup

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Education:

High School | Colleges | Certifications | File Uploads

File Upload

Type: | 1 upload required for each college and certificate
For:

File to upload: 15-16 Payroll Calendar.pdf
File types allowed: .doc, .docx, .pdf, .jpg, and .bmp

Files Uploaded: 0

Step 5: Employment History

Online Signup

- Home
- Personal Information
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- Education
- Employment History**
- References
- Background Check
- Video Training

Employment History

Details

Employer:

Address:

City: State: Zip:

Phone: --

Employed From: Employed Through: Check box if you are currently employed here.

Supervisor Name:

Duties / Responsibilities:

Reason for Leaving:

Step 6: References

Online Signup

- Home
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References (0 of 3 submitted)

Reference | Reference Letter Uploads

Reference List: 0

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Online Signup

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- Employment History ✓
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References (0 of 3 submitted)

[Reference](#) | [Reference Letter Uploads](#)

Details

Name

Organization (optional)

Position (optional)

Relationship (cannot be family related)

Years Known

Phone - -

Email Address

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- References**
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- Video Training

References (3 of 3 submitted)

[Reference](#) | [Reference Letter Uploads](#)

Reference List: 3

Name	Organization	Status	delete	edit
Cindy Berck	TCAPS	Awaiting Response	delete	edit
Grace Ornelis	TCAPS	Awaiting Response	delete	edit
Kim Grb	TCAPS	Awaiting Response	delete	edit

https://signup.willsub.com/index.asp?function=p1_background.show

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Online Signup

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- Legal Information ✓
- Education ✓
- Employment History ✓
- References**
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- Video Training

References (1 of 3 submitted)

[Reference](#) | [Reference Letter Uploads](#)

File Upload

Type

Description

File to upload No file chosen

File types allowed: .doc, .docx, .pdf, .jpg, and .bmp

Files Uploaded: 0

https://signup.willsub.com/index.asp?function=p1_references.show#tab=2

Step 6: Fingerprint Background Check

- 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.

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- References ✓
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Background

Criminal Background Check Incomplete:

- All Criminal Background steps must be completed before your application can be processed.
- Please read and complete the requirements indicated below.
- When complete, check the "I have completed all necessary background check requirements" checkbox at the bottom of the form.
- Click the "Submit" button.

The State of Michigan requires all employees (including substitute teachers) working in an educational arena to be fingerprinted and requires that those results be maintained on file. The fingerprinting process produces a criminal history report which contains any federal or state criminal records held on the applicant. Those records are used to determine if an individual has been involved in any criminal activities which would preclude them from working in an educational environment. There are several vendors statewide as well as School Districts and ISD's that provide fingerprinting service for fees ranging from \$55.00 to \$70.00. The State of Michigan charges these vendors over \$50.00 of this fee to produce the report. Some districts may not share this information in order to protect your privacy.

Due to recent changes in Michigan State laws concerning privacy and sharing of fingerprint information, PCMI no longer has a part in the fingerprinting process or storage of prints. Important information is provided at the Traverse City Area Public Schools [website](#).

I have completed all necessary background check requirements

Step 7: Video Training Modules

- 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.

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Online Signup

- Home
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- Legal Information ✓
- Education ✓
- Employment History ✓
- References ✓
- Background Check ✓
- Video Training**

Video Training

Completion dates can take a few minutes to update after you finish a video.

Video Name	Required	Completion Date
A Guide To Substitute Teaching	Yes	Watch Video
Bloodbourne Pathogens	Yes	Watch Video
Corporal Punishment (NI)	Yes	Watch Video
FERPA	Yes	Watch Video
Sexual Harassment	Yes	Watch Video
Bullying	No	Watch Video
Diversity For Employees	No	Watch Video

- 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.
- The email notice will instruct you to log into your PCMI/Aplitrack 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.