



## Guest Teacher Registration

*The MAISD has successfully contracted with PESG to  
employ Guest Teachers for Muskegon County since  
September 2007*

### **PESG**

*(Professional Educational Services Group, LLC)*

6307 84th St. SE, Suite D

Caledonia, MI 49316

Phone: 616-891-0509

Toll Free: 866-782-7277

**www.subpass.com**

### ***How do I qualify?***

You must possess a valid or expired Michigan or out-of-state teaching certificate, or have 90 semester credit hours from a *regionally accredited four-year college or university* to qualify to teach with a substitute teacher permit. (Baker College students need at least 135 quarter hours.)

### ***May I choose where to work and which grade levels?***

Yes! You choose the districts and the grades you prefer. If you teach at the high school level, you'll choose subjects that correspond with your educational background.

### ***Do I need training?***

PESG (Professional Educational Services Group, L.L.C) will provide important health education training required by law. This training consists of online training modules through the Global Compliance Training link on their website.

### ***What are the costs involved?***

- Fingerprints cost \$65.25 to process
- PESG charges \$10 to process enrollment forms
- Substitute permit is \$45 annually and is required for those without a valid Michigan teaching certificate. MAISD will apply for this and you will be invoiced by the State.

### ***How do I register?***

Visit PESG's website at **www.subpass.com** to see enrollment dates and to sign up to attend an enrollment meeting. There are sessions held every month and they are by appointment only. When you get to the website, click on "Districts" and then on "Muskegon." This will bring you to the site with all of Muskegon's information and the enrollment forms. Registrations are valid for only one school year. All guest teachers must re-register for each new school year.

## **PESG SCHOOLS**

### **Public Schools:**

Fruitport   Holton   Mona Shores   Montague   Muskegon   North Muskegon   Oakridge   Orchard View   Ravenna   Reeths-Puffer   Whitehall

**MAISD Schools:** Muskegon Area Career Tech Center   Wesley School   **Charter Schools:** Three Oaks Academy

## **NON-PESG SCHOOLS**

**PLEASE NOTE:** If you would like to guest teach at any of the schools listed below, you must contact them directly.

**Public Schools:** Muskegon Heights   **Charter Schools:** WayPoint Academy, Timberland Charter Academy

**Non-Public Schools:** Broadway Baptist, Calvary Christian, Michigan Dunes Montessori, Greater Muskegon Catholic Schools, Muskegon Christian School, St. Catherine's—Ravenna, Seventh Day Adventist, West Shore Lutheran, Western Michigan Christian High School

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