



Substitute Decision Guidance for Pre-Service Teacher Permit Holders

The University of Mount Union School of Education is supportive of opportunities for students who hold pre-service teacher permits to “earn while they learn” as long as substitute opportunities do not interfere with course requirements of the educator preparation program, including scheduled field placement assignments.

UMU Students Under Consideration	Ohio ID/Permit ID	Comments from Faculty
	OH	
	OH	

Preliminary Decision Criteria	Source of Confirmation	Notes
UMU educator candidate holds a valid pre-service teacher permit and is enrolled in Ohio's Rapback program.	State Board of Education Educator Profile	
Candidate meets the district's BOE policy & guidelines for substitute employment.	District leadership	
Candidate is a student in good standing in UMU's educator preparation program.	UMU Director of Assessment and Licensure	☐ Student Names ☐
UMU School of Education recommends the candidate for substitute service.	UMU Coordinator of P-12 Partnerships	☐ Student Names ☐
If all criteria are met, proceed to the option below that best describes the school district's needs. If all decision criteria are not met, the candidate is considered ineligible to substitute under the pre-service teacher permit.		

Option 1: School needs occasional substitute coverage

Applies to Practicum, Preclinical and Clinical Candidates^

- ☐ Candidate satisfactorily meets all decision criteria.
- ☐ Candidate satisfactorily meets all district requirements for serving as a substitute.
- ☐ District hires the candidate as a substitute.
- ☐ Candidate is responsible for accepting substitute assignments that do not interfere with university course or field completion responsibilities.^

Option 2: School needs a long-term substitute teacher

Applies to Clinical Candidates

- ☐ Candidate qualifies for clinical practice.
- ☐ Candidate satisfactorily meets all decision criteria above.
- ☐ District and UMU enter into an agreement which includes the following assurances:
 - ☐ Candidate substitute placement aligns with their licensure preparation program for a minimum of 60 days.*
 - ☐ UMU assigns a university supervisor, in compliance with clinical practice reporting requirements, who coordinates support for and evaluation of the candidate on behalf of UMU.
 - ☐ District hires the candidate as a substitute.
 - ☐ District recommends an employee to serve as a mentor teacher for the candidate to provide on-site support and to collaborate with the university supervisor for evaluative purposes.
 - ☐ In the event of performance concerns, the district and UMU agree to implement a candidate intervention and improvement plan.

^Clinical candidates may receive compensation for substituting when a mentor teacher is absent but may not be removed from their clinical placement to provide coverage (paid or unpaid) for other teachers or paraprofessionals who are not serving as mentors.

*Substitute opportunity may have a duration of fewer than 60 days. Candidate may transition in or out of paid substitute status based on the district's needs (30-day maternity leave, as an example) as long as transitions do not interrupt the candidate's completion of clinical practice.