

## PCMI-Application Instructions

### Before beginning the application, you will need the following;

- A valid email address and the ability to access it.
- Three valid references, including email address, and phone numbers
  - Or three reference letters. They must be on company letterhead, signed and dated.
- Official Transcripts or a copy of your State of Michigan certification (if substitute teaching).

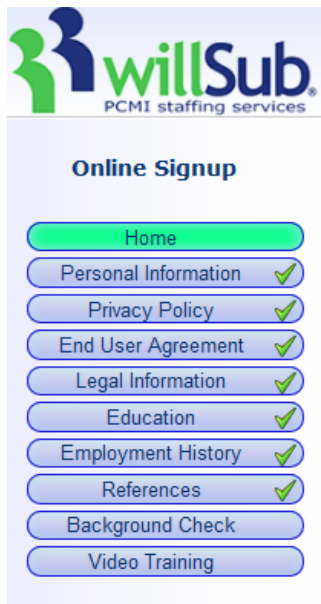
Go to [www.pcmiservices.com](http://www.pcmiservices.com)

Click on “apply now” on the homepage

Begin filling out the application

### What to expect

- **You will need to complete each step BEFORE you are able to submit the application.**



- **Each step will have a green check mark once it is done.**
- **The “submit application” button will show when all steps have a green check mark.**
- **You will need to be livescan fingerprinted (link is under background check step) before the packet two is released.**
- **PCMI has a two packet process, once packet one is approved by PCMI, packet two will be released via your online application.**
- **You can login to your application to view the status.**