

Frequently Asked Questions

Q: How can I get on the sub list for MEP Services schools?

A: Please fill out our Substitute New Hire Packet and send to MEP Services, once we complete your file, you will be added to their sub lists.

If you would like to Substitute Teach for Summit Academy, Flat Rock, MI or Summit Academy North, Romulus, MI, please contact Jessica Serbantez at (734) 379-9766 for more information.

Q: Who do I send my Substitute paperwork to?

A: Please send paperwork to the MEP Services office at 869 S. Old US 23 Suite 500 Brighton, MI 48114, or fax to (810) 229-5402, or email to hr@mepservices.com, all Attn: Michele Samoylov.

Q: I have submitted my Substitute paperwork, when will I be added to the system and start receiving assignments?

A: Once MEP Services has received all of your paperwork, we will request your fingerprint results, unprofessional conduct check and any other documents needed (such as official transcripts, copies of identification, etc.). Once we receive all these items, MEP Services will contact you with further information. This can take anywhere from 1 day to a couple weeks depending on the response of our requests.

Q: Do I have to attend an orientation to sub at MEP Services schools?

A: You only need to attend an orientation for Summit Academy and Summit Academy North. If you are interested in subbing for these schools please contact Jessica Serbantez at (734) 379-9766.

Q: How do I renew my teaching certificate?

A: Visit <http://www.michigan.gov> to view the requirements and the process for certification renewal.

Q: Do I need a permit to sub?

A: If you are not a certified teacher, MEP Services will apply for a sub permit on your behalf. The Michigan Department of Education will send you an invoice in the amount of \$45 dollars. You must pay this fee to continue subbing. It is a fee that you must pay once every school year.

Q: When will I get paid?

A: You will be paid semi-monthly. The pay periods are as follows:

If you work between the 1st – 15th: paid on the 1st of the following month.

If you work between 16th – 31st: paid on the 16th of following month.

Q: If I sub for more than one MEP Services school, how will my paychecks show the individual school's pay?

A: If you sub for 2 different schools within the same pay period, you will get 2 separate checks for each school's pay.

Q: I only want to sub for specific grade levels, how do I do this?

A: Please contact Michele Samoylov at hr@mepservices.com.

Q: What time do I need to report to work for an assignment?

A: This differs between schools. When you receive a call or online notification from AESOP, this information will be given to you.

AESOP Frequently Asked Questions

Q: The system is not allowing me to log on, what do I do?

A: Please email Michele Samoylov at hr@mepservices.com.

Q: What do I do if I cannot fill a sub assignment that I have accepted?

A: Please go online to [link www.aesoponline.com](http://www.aesoponline.com) or call AESOP at 1-800-942-3767 and **cancel your assignment as soon as possible** to give AESOP enough time to call other subs. You can cancel online using the trash can icon for the confirmation number you are cancelling. Please do this as soon as you know you will not be able to fill the assignment, the sooner the better!

If you must cancel an assignment the day of, cancel your assignment ASAP as noted above **AND** call the school directly. The school will need to take action immediately to find a replacement for you. No classroom can be unattended!

If these actions are not taken, you may be removed from the school's sub list.

Q: What if I am running late for an assignment?

A: Please call the school directly (phone numbers located on Substitute home page) **ASAP**, not MEP Services. The school will need this information so that they can have an employee attend the classroom while you are not there. However, this is a last resort, it is important that you make it on time to every assignment you accept!

If you do not notify the school right away, you may be removed from the school's sub list.

Q: I already use AESOP for other school districts, can I combine my accounts so that I don't have to login individually for each district I sub for?

A: Yes! It is very important for you to combine your multiple districts accounts with AESOP, this way you will see all available jobs for all the schools you sub for on one AESOP account page. To combine accounts, login to AESOP, there will automatically be a prompt for you to follow that will provide you with a new pin number that you will use for all the districts you are subbing for through AESOP.

For more detailed information on how to combine your accounts please see: [Link Multiple District Substitute Guide](#).

Q: AESOP calls me too early or too late, can I change this?

A: Yes. On your personal AESOP webpage, click on the link "Tell AESOP when to call". You can choose specific times or days that AESOP can call you. You can also choose for AESOP not to call you, and elect to only get assignment notifications online.

