

## PCMI/Willsub How To Apply

**To apply with PCMI Willsub:** Login to [www.pcmiservices.com](http://www.pcmiservices.com) and click on Start/APPLY NOW. This will open to a new screen with State School Employment Requirements, read thru this & then select the state you want to substitute in. This will open information about certifications & licenses along with background check information for the state you selected. Once you've read this information check the box at the bottom indicating you've read & understand the requirements. A Submit button will appear, click on that to proceed. Then complete the next screen and submit again. You will then receive an e-mail to login & start your application.

Questions in regards to your application need to be directed to the Customer Service department as they handle all the application information & do the hiring. Customer Service can be reached at 877-855-7264 Ext. 1030 or by e-mail at [pcmicustomerservice@pcmiservices.com](mailto:pcmicustomerservice@pcmiservices.com)