

EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

(first-time applicants only)

Authorization

The 30-Day Emergency Substitute permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom. The holder may serve as a substitute for no more than 30 days for any one teacher during a school year, except in a special education classroom, where they may serve for no more than 20 days for any one teacher during the school year. This permit is valid for one calendar year, throughout the state of California.

Requirements for the Permit

Bachelor's Degree or Higher verified by an original, official transcript from a regionally-accredited university. Envelope must be opened to verify the degree is posted on the transcript. Electronic transcripts are accepted if emailed by the university, directly to our office. Foreign transcript evaluations must be original, from a CTC-approved agency (<http://www.ctc.ca.gov/credentials/accreditation-bodies.html>). Copies, pdf's, unofficial transcripts, diplomas and grade reports cannot be accepted

Basic Skills- Copy of CBEST passing status, or official score report for other CTC-approved basic skills exam <http://www.ctc.ca.gov/credentials/leaflets/cl667.pdf>

Fingerprinting for the Commission on Teacher Credentialing. Applicants already holding a CTC Certificate of Clearance are exempt. By law, prior fingerprint clearances cannot be shared or used for this purpose. **Fingerprinting for employment is not included.**

Fees

Fingerprint Fee: Fingerprinting on form 41-LS for CTC - Collected by Livescan Agency: \$32.00 (DOJ) + \$17.00 (FBI) + agency rolling fee (avg. \$30)

Permit Application Fee: \$102.50 (Credit or Debit collected at appointment)

Permit Application Process

1. Call (510) 670-4262 or (510) 670-4264 to schedule a permit appointment and receive required forms.
2. Print your email confirmation and bring it to your appointment to get a visitor's pass.
OFFICE LOCATION: **313 W. Winton Ave., Hayward, CA 94544.** If using Hwy 880 – take the East Winton Avenue exit and make the first left-hand turn at Santa Clara Ave. Our building and parking lot is immediately on the right.

DO NOT MAIL APPLICATION, DOCUMENTS OR FEES TO THE CTC.

ALAMEDA COUNTY OFFICE OF EDUCATION

Credential Services (510) 670-4262
HUMAN RESOURCES DIVISION
313 W. Winton Ave. Hayward, CA 94544