

## Frequently Asked Questions

Q – Do I need to renew my permit after 30 days in the classroom?

A – No. The permit is good for one year throughout the state of California; however, you can not be in a classroom for more than 30 days in one year for one teacher.

Q – When can I start teaching?

A – Once you have submitted your complete application through the Credentials Department at the Alameda County Office of Education, you will receive a letter of receipt. Based on this letter, your fingerprint clearance (which normally takes 3 – 5 days for someone with no criminal history) and verification of negative TB, you are eligible to be in the classroom.

Q – How do I get on the district sub list?

A – Applicants should contact the district of choice, providing them a copy of your letter of receipt and any other employment documents that they may require.

Q – When will I receive my official permit?

A – First time permits, are normally processed by CTC within 10 days. As of 9/1/08, documents will no longer be mailed. You will instead receive a notice by email whereby you will be directed to a link to print your document.

Q – What is the Alameda County Substitute Consortium?

A – First time applicants are offered Consortium fingerprinting as a means to have an employment clearance that can be legally shared by all public schools in Alameda County. This clearance is usually incorporated, at no additional charge, with the individual's initial fingerprint for certification, when conducted at the Alameda County Office of Education.

Q – Can my fingerprints be shared with other agencies?

A – Only the 18 public school districts in Alameda County have legal access to your consortium clearance.

Q – How do I check my Consortium fingerprint status?

A – You may call our Credentials Department 10 days after you have been fingerprinted at 670-4264 to check your clearance status.

Q – If I have been fingerprinted before, do I need to be fingerprinted again?

A – If you have never held a Credential, Permit or Certificate of Clearance issued by the California Commission on Teacher Credentialing, you will need to be fingerprinted.

Q – If I already have a permit do I need to be fingerprinted again?

A – If you have not submitted fingerprinting before for the Alameda County Substitute Consortium, you will need to be fingerprinted for employment.