

EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

(First time permit applicants only)

AUTHORIZATION:

This permit authorizes the holder to serve as a substitute teacher, for no more than 30 days for one teacher during a school year, in grades twelve and below, including preschool, and in adult school settings. **This document is valid for one calendar year and is valid throughout the state of California.**

REQUIREMENTS FOR THE PERMIT:

- **Bachelor's Degree or Higher** - Verified by Official/Original transcript from a regionally-accredited college or university- **for this purpose, envelope must be opened prior to your visit.** Degrees earned outside of the U.S. must first be evaluated by an approved agency <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>
Original documents will be returned to you
- **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. By law, prior fingerprint clearances cannot be shared or used for this purpose. *Please let us know if you hold a CTC Certificate of Clearance.*
- **FEES:**
 - **Fingerprint Fee: \$74.00 (Credit, Debit or Money order only)** – If you hold a Certificate of clearance, and wish to teach in a public school, in Alameda County, fingerprinting for employment may be required, at a fee of **\$57.00** (This is called “ The Alameda County Consortium Clearance”).
 - **Permit Application Fee: \$102.50 (Credit or Debit only)**

HOW TO APPLY FOR THE PERMIT:

1. Call **(510) 670-4262** or **(510) 670-4264** to schedule a permit appointment and receive an appointment confirmation email.
2. Print your email confirmation and show to the front lobby staff to receive your visitor pass.
3. An online recommendation, for your permit, is submitted to the state, by our staff.
4. Payment for your permit application fee will be made in our office, before you leave.
5. CTC will notify you, by email, of your permit issuance (usually within 10 days).

LOCATION: 313 W. WINTON AVE., HAYWARD, CA 94544 - (Corner of Santa Clara and Winton Ave)

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

