

Prospective Sub Permit Application Checklist

(Effective 01/01/2017)

1. Livescan Fingerprint

To schedule or reschedule, please call 559-265-3005

- a. Driver's License or ID
- b. **Money Order or Cashier's Check for \$69.00 made payable to FCSS**
- c. LSF Form (completed in our office or attached)

Appointment Date: _____ @ _____

2. Create UserID/Password & apply for Certificate of Clearance (COC)

- a. on same day as LSF Appointment
- b. **Credit or Debit card fee of \$52.50**

3. Apply for Substitute Teaching Permit

- a. After COC is granted, you will receive an email from the Commission on Teacher Credentialing (CTC), please visit our office to apply for permit.
- b. *Hours: M-F from 8AM to 4PM and Tuesdays from 10AM to 4PM*

Bring with you:

| Prospective Sub Permit 90 units and current enrollment at 4-year university |
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| <ol style="list-style-type: none">1. Application 41-4 (may be completed in our office)2. Official Transcripts<ol style="list-style-type: none">a. 90 semester units toward BA/BSb. Current Enrollment on transcripts or letter from Office of Registrar or Office of Admissions and Records3. CBEST Score Report4. Money Order or Cashier's Check for 100.00 made out to CTC |

EMERGENCY SUBSTITUTE TEACHING PERMIT FOR PROSPECTIVE TEACHERS

The Emergency Substitute Teaching Permit for Prospective Teachers authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults.. The holder may serve as a substitute for no more than 30 days for any one teacher and may only serve for a maximum of 90 days during the school year. In a special education classroom the holder may serve for no more than 20 days for any one teacher during the school year. The permit is valid for one year and may be renewed only once.

Requirements for Initial Issuance

Individuals may submit their application packets directly to the Commission office or through their employing agency. The application packet must include **all** of the following:

1. Official transcripts showing completion of a minimum of 90 semester units of course work from a regionally-accredited college or university. If a transcript shows units transferred from another institution, the letter verifying enrollment (see no. 2 below) must specify the number of units transferred that were accepted toward completion of a bachelor's degree.
2. Verification of current enrollment in a regionally-accredited four-year California college or university. This may be verified by an original letter from the registrar of the office of admissions, or official transcripts showing current work-in-progress.
3. Satisfy the basic skills requirement. See Commission leaflet [CL-667](#), entitled [Basic Skills Requirement](#), for additional information.
4. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed Live Scan receipt ([41-LS](#)). Out-of-state residents (with out-of-state addresses) must submit two fingerprint cards (FD-258) in lieu of a Live Scan receipt. If submitting fingerprint cards, current fingerprint [processing fees](#) must accompany the application packet.
5. Application processing fee (see [Fee Information leaflet CL-659](#))

Requirements for the One-Time Renewal

Individuals may submit their application packets directly the Commission office or through their employing agency. Applications submitted prior to the expiration date of the current permit will be valid for one year, beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year, beginning the date designated on the application by the employing agency or the date the application is received by the Commission.

Renewal application packets must include **all** of the following:

1. Official transcripts showing completion of 15 semester units of course work from a regionally-accredited four-year California college or university taken since the issuance date of the previous permit. Extensions of time (appeals) are not available to those who fail to complete their renewal requirements.

2. Verification of continued enrollment in a regionally-accredited four-year California college or university by an original letter from the registrar of the office of admissions, or official transcripts showing current work-in-progress
3. Completed application ([form 41-4](#))
4. Application processing fee (see [Fee Information leaflet CL-659](#))

Reference: Title 5, California Code of Regulations, Section 80025.2