

Emergency 30-Day Substitute Teaching Permit - Application Checklist

Completion of a bachelor's degree

REQUIRED:

- **CTC Fingerprints** (Live Scan Form 41-LS OR copy of Certificate of Clearance)
 - These are different than employment fingerprints
 - If you need CTC fingerprints or are unsure, please view "[Step-by-Step Instructions: Fingerprints and Substitute Permits](#)"
 - Located at: <http://credentials.fcoe.org/new-california-educators>
- **Completed Application 41-4** (Application for Credential Authorizing Public School Service)
 - To download the application, visit: <http://credentials.fcoe.org/new-california-educators>
 - Complete sections 1, 6, 7 & 9
- **Official Transcripts** verifying bachelor's degree or higher (Cannot be Diploma)
 - Electronic transcripts may be used IF sent directly from the university to your designated Credential Specialist. **Electronic transcripts downloaded by the applicant will not be accepted.**
 - Sealed transcripts can be mailed with your application.
- **Basic Skills Requirement** (Official CBEST PDF or equivalent)

Please Mail ALL Documents To:

FCSS Credentials Department
1111 Van Ness Avenue
Fresno CA 93721

Applications are processed in the order they are received

Payment:

\$102.50 paid by debit or credit AFTER the Fresno County Superintendent of Schools (FCSS) receives your application and recommends you for the substitute teaching permit.

Additional Information:

CTC will send a detailed email instructing you to login and pay once you have been recommended. Please allow time for processing. The 30-Day Sub Permit is *usually* granted within two weeks of payment confirmation. To view the status of your application, please check your CTC Educator Profile.

For more information on fingerprinting and substitute teaching permits, please view "[Step-by-Step Instructions: Fingerprints and Substitute Permits](#)" located at <http://credentials.fcoe.org/new-california-educators>.

Employment:

Each School District within Fresno County hires their own substitute teachers. Please visit Edjoin.org for more information.