

Step-by-Step Instructions: Fingerprints and Substitute Permits

FINGERPRINTS:

For ANY Commission on Teacher Credentialing (CTC) document, you must have fingerprint clearance through CTC.

****THESE ARE DIFFERENT THAN EMPLOYMENT FINGERPRINTS**

It is very important that you do not skip this step. It could result in unnecessary fingerprints, which are non-refundable.

HOW TO CHECK YOUR FINGERPRINT STATUS:

Create a CTC Profile:

1. Visit www.ctc.ca.gov
2. Click on “[educator login](#)” (Blue button, midway down the page, right hand side)
3. Click on “create educator account” (Last link under the login area)
4. Enter your Social Security Number and Date of Birth (see below for possible outcomes)
 - **If you do not have a CTC profile already set up:** You will be asked to enter your Social and DOB for a SECOND time. This is to verify what you entered is correct. After entering your Social and DOB twice, you will then be asked to enter your personal information (name, address, email, phone number). Your name must be your legal name that is on your driver’s license and social security card. Your name must match your fingerprints.
You will also be asked to create your own user ID and password. Your User Id cannot be your social security number, and it cannot contain any of these symbols: ` ' " ~ / \ [] ; | = , + * ? < > () ^ . # Your password must have at least 9 characters, including at least 1 uppercase letter, 1 lower case letter, and at least one of these symbols: < > ; ' ! ~ # \$ % ^ & * () + @ Your password cannot be part of your user ID. After you choose a user ID and password, you will be asked to create your own challenge questions AND answers. (write the 1st question in box one and the answer in box two, write the 2nd question in box three and the answer in box four, write the 3rd question in box five and the answer in box six) Your questions and answers must have at least 5 characters (example: If you asked what your favorite color is, “blue” would not be an acceptable answer, but “green” would)
Once you have completed this, click “next” to see if your information is accepted. If it is not, a window will appear letting you know what you need to correct. Click “okay” to exit out of the window and fix what is wrong. If your information is accepted, you will be able to login using the user ID and password you created.
 - **Please write down your CASE SENSITIVE user ID and password for future reference.**
 - **If you already have a CTC profile:** CTC will recognize this and provide you with your user ID. You cannot create two accounts. If you cannot remember your password, go back to the login page and click “forgot password”. It will ask you 2 challenge questions that YOU created. Your answers must have at least 5 characters. If you do not get both questions correct, you will then be asked a 3rd question. You must get 2 out of 3 questions correct to update your password. Otherwise, CTC will ask for your email (must be the email CTC has on file for you) and a temporary password will be sent to you. If you enter the user ID and temporary password correct, you will then be able to create a new password.
 - **If you have a CTC account, but have not logged in since February 2017:** You will be required to create a user ID and Password (Social and DOB is no longer accepted). You will see your personal

information at the top, but this cannot be edited at this step. AFTER you create your user ID and password (see above for user ID and password requirements) you can login to your profile and update your personal information. Your name cannot be changed without submitting a name change form along with supporting documents to CTC.

Log into your CTC profile:

1. Use your user ID and password to log into your CTC profile
2. Click “next” until you are in your document screen.
3. Your fingerprint status will be listed in the upper right corner.

Your fingerprint status will show one of the following:

“COMPLETE: NO ACTION REQUIRED” - CTC Fingerprints are not required.

“INCOMPLETE: ACTION REQUIRED” - CTC Fingerprints are required.

IF FINGERPRINTS ARE REQUIRED:

1. Schedule your Live Scan Appointment
 - **If you are affiliated with a Fresno County School District, Charter School, or Private School:**
 - Contact the HR Department for further instructions.
 - Any calls or emails to the FCSS Office will be directed back to the District
 - **If you are not affiliated with a Fresno County School District/Charter School/Private School:**
 - Please email the Credential Specialist assigned to your last name. See chart below.
 - **Please include in your email:** Your legal first and last name; verification that you have created a CTC profile; the reason you need fingerprints; your availability to fingerprint; your phone number; and any other information you feel would be helpful. Do not include your social security number.

Morgan Willis (A-E) mwillis@fcoe.org	Felicia Urrabazo (F-L) furrabazo@fcoe.org	Gina Sorensen (M-R) gsorensen@fcoe.org	Leslie Martin (S-Z) lmartin@fcoe.org
---	--	---	---

2. Visit the [FCSS Credentials Fingerprinting](http://credentials.fcoe.org/fingerprinting) webpage (<http://credentials.fcoe.org/fingerprinting>) to download and print the required forms for FCSS fingerprinting services:
 - [FCSS Best Practices for Live Scan](#)
 - **Review prior to your appointment**
 - Required for all fingerprint appointments
 - [Request for Live Scan Service form \(41-LS\)](#)
 - Complete section 3 - personal information.
 - You must use your legal name as shown on your driver’s license or state ID.
 - Your legal name must match your CTC profile.
3. When arriving to your appointment, please make sure all requirements have been met or your appointment will be rescheduled:
 - [FCSS Best Practices for Live Scan](#)
 - [CTC Request for Live Scan Service Form \(41-LS\)](#)
 - Keep a copy of the completed 41-LS to apply for your document.
 - Face covering – Required at all times while in the FCSS building.
 - Driver’s License or State ID
 - Money Order or Cashier’s Check for \$69.00 made payable to FCSS

SUBSTITUTE TEACHING PERMITS

WHAT ARE THE DIFFERENT TYPES OF SUBSTITUTE TEACHING PERMITS?

- 1. Emergency 30-Day Substitute Teaching Permit:** This permit is for those that have earned a bachelor's degree and have met the [basic skills requirement](#) (usually CBEST)
 - The 30-Day Substitute Teaching Permit does NOT need to be renewed every 30 days. This permit is valid for one year and is renewable through your CTC profile.
 - The 30-Day Substitute Teaching Permit 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 during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.**

- 2. Emergency Substitute Teaching Permit for Prospective Teachers:** This permit is for those who have earned at least 90 semester units and are currently enrolled to earn a bachelor's degree, and have met the [basic skills requirement](#) (usually CBEST)
 - The Prospective Teachers Substitute Permit is valid for one year and may be renewed only once by completing at least 15 semester units toward a bachelor's degree and still have current enrollment to earn a bachelor's degree.
 - The Prospective Teachers Substitute Permit 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.**

HOW TO APPLY FOR A SUB PERMIT

- Visit the FCSS credentials website: credentials.fcoe.org
- Click on "[New CA Educators](#)"
- Scroll down to "Substitute Teaching" and select the checklist that applies to you.
 - [Emergency 30-Day Substitute Teaching Permit](#)
 - [Emergency Substitute Teaching Permit for Prospective Teachers](#)
- Verify all requirements have been met and submit the completed application packet:
 - **If you are affiliated with a School District/Charter School/Private School:**
 - Contact the HR Department to submit all required documents to our office on your behalf (FCSS has a secure process for Districts to submit applications on your behalf)
 - **Any calls or emails to the FCSS Office will be directed back to the District.**
 - **If you are not affiliated with a School District/Charter School/Private School:**
 - Mail your completed application packet to Fresno County Superintendent of Schools (FCSS) for processing: FCSS Credentials Department, 1111 Van Ness Avenue, Fresno, CA 93721
- Once FCSS verifies all requirements have been met, the Credential Specialist will submit the substitute teaching permit request to CTC for approval.
- CTC will notify you by email when the permit has been issued. You can update your email address by logging into your CTC profile.