

Emergency 30-Day Substitute Teaching Permit - Application Checklist

Completion of a bachelor's degree

REQUIRED:

- ☐ **CTC Educator Profile**
 - o www.ctc.ca.gov / Educator Login / Create Educator Account
 - o **Name MUST be your legal name that matches your CTC fingerprints**
- ☐ **CTC Fingerprints** (Live Scan Form 41-LS OR copy of Certificate of Clearance)
 - o These are different than employment fingerprints
 - o 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](#))
 - o Complete sections 1, 6, 7 & 9
 - o Applications must be signed with original ink signature or an Adobe or DocuSign electronic signature
- ☐ **Official Transcripts** verifying bachelor's degree or higher (Cannot be Diploma)
 - o 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.**
 - o 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
OR

Drop Off Your Application Packet

Located at the address listed above we have a metal drop box on the left side of our building entrance. Please place your packet in an envelope address to the Credentials Department.

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.

FEE WAIVER – No fee required for initial sub permit applications 7/1/2021-6/30/2022

[Click here for more information](#)

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.