Emergency 30-Day Substitute Teaching Permit
Completion of a bachelor’s degree

Required Documents

☐ CTC Educator Profile
  • www.ctc.ca.gov / Educator Login / Create Educator Account
  • Name MUST be your legal name that matches your CTC fingerprints

☐ CTC Fingerprint (copy of completed Live Scan Form 41-LS or copy of a valid Certificate of Clearance (COC)
  • These are not the same as employment fingerprints
  • If you need CTC fingerprints or are unsure, please view “Step-By-Step Instructions: Fingerprint and Substitute Permits”
    - Located at: http://credentials.fcoe.org/new-california-educators

☐ Completed Application 41-4 (Application for Credential Authorizing Public School Service)
  • Complete sections 1, 6, 7 & 9
  • Applications must be signed with an original ink signature or an Adobe or DocuSign electronic signature
    - Scanned copy of your signature cannot be accepted

☐ 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 educator cannot be accepted
  • Sealed transcripts can be mailed with your application

☐ Basic Skills Requirement (Official CBEST PDF or equivalent)
  • Please visit: https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667) for information on how to meet this requirement

Submit Your Application

☐ Submit ALL required documents by MAIL:
  FCSS Credentials Department
  1111 Van Ness Avenue
  Fresno, CA 93721

☐ Submit ALL required documents by Drop-Box:
  - Located at the FCSS Credentials Department (address listed to the left) is a metal drop-box directly inside the main entrance.
  - ALL documents must be together in one envelope and clearly addressed to the FCSS Credentials Department.

Payment

The fee for the permit is $102.65 paid by Debit or Credit AFTER you have been recommended.

Additional Information

- Once the FCSS Credentials Department verifies you have met all requirements, a recommendation will be sent to CTC for approval. Please allow time for processing. Applications are processed in the order received. Incomplete applications will not be processed.
- CTC will send detailed instructions to the email listed on your CTC Profile after you have been recommended.
- Please follow the instructions provided in the email from CTC.