



## Emergency 30-Day Substitute Teaching Permit

### *Completion of a bachelor's degree*

#### Required Documents

- CTC Educator Profile
  - [www.ctc.ca.gov](http://www.ctc.ca.gov) / Educator Login / Create Educator Account
  - Name **MUST** be your legal name that matches your CTC fingerprints
- CTC Fingerprints (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 <https://credentials.fcoe.org/fingerprinting>
- Completed Application 41-4 ([Application for Credential Authorizing Public School Service](#))
  - Applications must be signed with an original ink signature or an Adobe or DocuSign electronic signature
    - **Scanned copy of your signature cannot be accepted**
    - **Do not follow payment instructions listed on page 1 of the 41-4 Application**
- 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-\(cl-667\)](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.