



## Emergency Substitute Teaching Permit for Prospective Teachers RENEWAL

*Completion of 15 semester units toward BA/BS since initial permit and current enrollment at a 4-year California University, but have not yet earned your BA/BS*

### Required Documents

- Current or expired Substitute Teaching Permit for Prospective Teachers on file with CTC
- Official Transcripts verifying at least 15 semester units of coursework from a regionally-accredited college or University completed since the issuance of initial permit.
  - 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
- Current Enrollment at a 4-year regionally-accredited California University
  - verified by **one** of the following:
    - Original letter from the Registrar of the office of admissions, **OR**
    - Official transcripts showing current work in progress
- 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**
- Application Fee: \$100.00 cashiers check or money order made payable to “CTC”
  - Personal Checks are NOT accepted

### 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 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.

### Additional Information

- Once the FCSS Credentials Department verifies you have met all requirements, your application will be mailed to CTC for approval.
- A letter will be sent you verifying the application has been mailed to CTC.
- Please allow time for processing. Applications are processed in the order received. **Incomplete applications will not be processed.**
- Paper applications are usually processed within 90 days of CTC receiving the application.