

Emergency Substitute Teaching Permit for Prospective Teachers

Completion of 90 semester units and current enrollment at a 4-year California University

Required Documents

- Valid Certificate of Clearance (COC) on file with the Commission on Teacher Credentialing (CTC)
 - [Apply for a COC](http://credentials.fcoe.org/new-california-educators) - Checklist located at: <http://credentials.fcoe.org/new-california-educators>
- Completed Application 41-4
 - Applications must be signed with an original ink signature or an Adobe or DocuSign electronic signature
 - **Scanned copy of your signature cannot be accepted**
 - **Applications cannot be submitted with any mistakes (cross-out, white-out, etc.)**
- Official Transcripts verifying a completion of at least 90 semester units of coursework
 - 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
- 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
- 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.