

# EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

(First time applicants only)

*If you have previously held, or applied for a teaching credential, permit or certificate of clearance, please contact our office for additional information (510) 670-4264.*

## **Authorization: (PLEASE READ STATEMENT BELOW)**

This permit authorizes the holder to serve as a substitute teacher for not more than thirty days for any one teacher during a school year in grades twelve and below, including preschool, and in classes organized primarily for adults. **This document is valid for one calendar year.**

## **REQUIREMENTS FOR THE PERMIT:**

- Bachelor's Degree or higher  
From a Regionally Accredited College or University
- CBEST – California Basic Educational Skills test – Passing Results  
Photocopy accepted if exam taken in California or, Multiple Subjects CSET including writing.

## **HOW TO APPLY FOR THE PERMIT:**

**Location: 313 W. Winton Ave., Hayward**

1. Make a fingerprint appointment by calling (510) 670-7711 – Room 172
2. 15 Minutes prior to your fingerprint appointment, come to Room 181 (Credentialing) with the following:
  - Official** College/University Transcripts (can be opened) verifying degree or Original Diploma
  - CBEST** Verification of Passing – **On Line Results Not Accepted**. Photocopy accepted if exam taken in California or Multiple Subjects CSET including writing.
  - \$71.00** Fingerprinting Fee (**NO Cash or personal checks**)  
Money Order or Cashier Check made payable to ACOE, or.....  
**Visa, MasterCard, Discover or Debit Cards accepted.**  
***Livescan form to be provided as part of step #2 above.***
  - \$55.00** Permit Application Fee (**No Cash or Credit Cards**) – Personal Check or Money Orders made payable to CCTC will be mailed with completed application.
  - Completed application – click here <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>