

**EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT**  
(First time applicants only)

**Authorization:**

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.  
**Official, original transcript (envelope can be opened) or Original diploma required.**
  - No computer copies or grade reports accepted.
  - Electronic transcripts (E Scripts) must be emailed directly to an individual in our office by the college.
  - Foreign transcript evaluations must be original and from a CTC-approved agency.**\*Original documents will be returned to you.**
  
- **Basic Skills** – Copy of passing score report for one of the following required:
  - CBEST
  - CSET: Multiple Subject + writing skills
  - CTC approved out-of-state basic skills exam
  
- **Fingerprinting** for the Commission on Teacher Credentialing – *(unless you already hold a valid certificate of clearance).*
  
- **Fingerprint Fee - \$74.00** - paid by credit card or money order only, payable to: ACOE
  
- **Permit Application fee - \$102.50** – paid by credit card only. Payment will be made in our office after we have submitted your online application to the state.

**HOW TO APPLY FOR THE PERMIT:**

1. Call (510) 670-4264 or (510) 670-4262 to schedule your appointment.

**You will receive an appointment confirmation by email with forms attached and additional instructions. It is important that you read your email instructions carefully.**

**LOCATION:**

**313 W. WINTON AVE., HAYWARD, CA 94544 - (Corner of Santa Clara and Winton Ave)**

**Please check in at the reception desk**

***We are not able to accept individuals without an appointment.***

***DO NOT MAIL THE APPLICATION, DOCUMENTS OR FEES TO CTC.***