

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 182
2. 15 Minutes prior to your fingerprint appointment, come to Room 172 (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.
 - \$57.00 paid online** – Visa, MasterCard, Discover or Debit cards accepted.. Permit Application Fee. You will be sent an email request for payment. **(No Cash) –**
 - Completed application – click here <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>