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APPLICATION FOR INITIAL* 30 DAY EMERGENCY SUBSTITUTE PERMIT ONLINE RECOMMENDATION FORM

*If you are renewing a 30 day sub permit, even one that has expired, you must do this directly on the CTC website.

Contact our office at 805-782-7248 or email Jenni Pong jpong@slocoe.org for assistance.

Please print LEGIBLY - accuracy is critical in order for you to complete the application process. If an error is made in entry due to illegible handwriting, your application will be delayed significantly.

COMPLETE NAME (AS YOU WANT IT TO BE WRITTEN ON YOUR DOCUMENT)**		
FIRST	MIDDLE (OPTIONAL)	LAST
ALL FORMER/MAIDEN NAMES		EMAIL ADDRESS
STREET ADDRESS		CITY STATE ZIP
SOCIAL SECURITY NUMBER	DATE OF BIRTH	TELEPHONE

The following must be attached to this request:

- \$10 Online Recommendation Processing Fee: cash, check, money order for processing (payable to SLOCOE)
- Official score report of your passing scores on an approved Basic Skills exam - most common are CBEST, SAT or ACT scores (see [CTC website](#) for information). If no score reports are submitted, a coursework evaluation will be completed.
- Sealed official transcript showing a Bachelor's degree (or higher). Transcripts may also be emailed from your university transcript service directly to our office (jpong@slocoe.org) *If you do not have at least a Bachelor's degree, you do not qualify for this permit.*
- One of the following:
 - A copy of your Certificate of Clearance**
 - Copy of Livescan Request Form showing submission of fingerprints to the CA Commission on Teacher Credentialing
 - Copy of a credential or permit previously issued by the Commission on Teacher Credentialing

Once the online recommendation is received by the Commission you will receive an email from CTC asking you to complete the online application and make a credit card payment. After you make your payment online, you will receive an email confirmation of the application and payment. Once the processing is complete, you will receive another email notification that your permit has been issued (processing times vary, but most permits are issued within 10 business days). You will not receive a paper certificate in the mail. The issuance date of the document will be the date received by SLOCOE OR the date of fingerprint clearance, whichever is latest, unless requested otherwise.

**Educator Account Information

- Creating an educator account in advance is extremely helpful. To begin, visit www.ctc.ca.gov and click on "Educator Login"
- If you already have an educator account, the name listed on the account is the name that will appear on the Emergency Substitute Permit. Updating an educator's name must go through a formal process with CTC [Form 41-NC](#)
- If you hold a Certificate of Clearance, you may access and print this through your educator account to serve as proof that you have completed fingerprinting for the CTC.