

Fingerprint Clearance

Fingerprint clearance is required for two different agencies. One is the Commission on Teacher Credentialing (CTC) and the other is for the employing agency.

If you already possess a Certificate of Clearance through CTC you do not need to be fingerprinted again for CTC in order to apply for a credential or permit.

In order to be employed in SLO County, you must be fingerprinted for the Countywide Schools database. This covers all districts except LMUSD, which does its own fingerprinting. If you are currently employed, or have recent previous employment with any public school in SLO County, your fingerprints may already be on file with us.

It is less expensive to have both sets of prints done at the same time. Fingerprints done for other agencies will not meet this requirement.

To make an appointment, or to verify your fingerprints in our database, contact the Fingerprint department at (805) 782-7236.

For credential and substitute permit information start by going to our website at www.slocoe.org.

Select **Divisions, Human Resources** and then **Credential Services** and then select the topic that is relevant to your situation.



**SAN LUIS OBISPO COUNTY
OFFICE OF EDUCATION**
LEADERSHIP ■ COMMUNITY ■ SERVICE
JAMES J. BRESCIA, ED. D., SUPERINTENDENT

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How to Become a Substitute Teacher

In San Luis Obispo County
School Districts



How Do I Become A Substitute Teacher?

A school district in California may employ you as a substitute teacher for their classrooms if you hold a valid California Teaching Credential or Substitute Teaching Permit.

In San Luis Obispo County all school districts hire their own substitute teachers. Contact information for each district is available on our website at www.slocoe.org, click on Employment. To apply as a substitute teacher for SLOCOE programs, complete an online application accessed via our website.

For detailed credential information you may access the Commission on Teacher Credentialing's website at www.ctc.ca.gov.



If I Don't Have A Credential...

You have two options for Substitute Permits: the Emergency 30 Day Substitute Teaching Permit and the Emergency Substitute Teaching Permit for Prospective Teachers. Both Permits require you to have passed an approved Basic Skills exam such as CBEST or the Multiple Subject CSET and Writing, or have taken qualifying coursework. A full list of approved Basic Skills exams is available on our website.



Which Permit Is Right For Me?

If you have a Bachelor's (or higher) Degree, you would apply for the **Emergency 30 Day Substitute Teaching Permit**. If you have at least 90 semester (135 quarter) units of college level credits AND are currently enrolled at a 4 year CA college or university, you would apply for the **Emergency Substitute Teaching Permit for Prospective Teachers**.

THE EMERGENCY 30 DAY SUBSTITUTE TEACHING PERMIT authorizes you to substitute no more than 30 days in one classroom over the course of an entire school year. You may substitute in many classrooms as long as you do not exceed a total of 30 days in any one classroom during the school year (20 day limit for special education classes).

THE EMERGENCY SUBSTITUTE TEACHING PERMIT FOR PROSPECTIVE TEACHERS authorizes you to substitute no more than 30 days in

one classroom (20 days for special education) AND no more than 90 days total over the course of an entire school year.

How Do I Apply?

The 30 Day Substitute Permit may be requested online by completing our Online Recommendation Request Form available at www.slocoe.org. You can have your permit within two weeks. Follow the instructions on this form.

Prospective Teacher Substitute Permits You may obtain an application packet from our office. Complete applications must include:

- 41-4 application—Application for Credential Authorizing Public School Service
- **Sealed** transcripts showing completion of at least 90 semester units and current enrollment status
- Copy of your livescan receipt OR certificate of clearance.
- Check or money order payable to CTC for \$100.00.
- The paper application may take 3-4months to process. If you need a temporary document to begin work, you may apply for a Temporary County Certificate.

For Credential Questions contact Brooke Olsson, HR Specialist
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