



30 DAY SUBSTITUTE PERMIT PROCESS

A 30 Day Substitute Permit is required for positions which may require an employee to step into a classroom as a teacher of record. This is required for compliance purposes by the state of California. The 30 Day Sub Permit must be renewed annually until your Credential has been earned.

CHECKLIST REVIEW

See next page for details.

- 1.) Did you complete the Basic Skills Requirement and include your score report or documentation?
- 2.) Did you include your *Official* Undergraduate Paper Transcripts (*Not the student released version!*)
- 3.) Did you complete the 41-4 Application for the 30 Day Sub Permit?
 - Did you attach your \$100 processing fee?
- 4.) Did you Complete your Certificate of Clearance?
 - Did you complete your 41-4 Application for the Certificate of Clearance?
 - Did you complete a LiveScan (California) or Fingerprint and pay the requisite fee?
 - Did you Link your document online, or mail your fingerprint card?
 - Did you pay your \$50 processing fee?
- Don't forget to save a copy of all documents for 1.) The Commission on Teacher Credentialing (CTC) 2.) yourself, 3.) and the St. HOPE HR Department!**

Forget anything?

If you have any questions, please reach out to HR at hr@sthopepublicschools.org and we are happy to help you!



ACTION STEPS

1.) Review the Requirements for a 30 Day Sub Permit

Bachelor's Degree Official Paper Transcripts

Link:

https://www.ctc.ca.gov/docs/default-source/leaflets/cl505p.pdf?sfvrsn=c6f0a57_0

2.) Meet the Basic Skills Requirement

You may meet the Basic Skills Requirement in one of several ways. The most common way to meet this requirement is the California Basic Educational Skills Test, or CBEST. Did you know¹ you can meet the requirement with a high SAT or ACT score instead? Please be sure to thoroughly explore the leaflet from the CTC to ensure you have not already met the requirement before taking the CBEST. If you have met the requirement through one of the other methods be aware you must have an official score report and these can be expensive to obtain. The CBEST is available around the country at ETS testing sites!

Link:

https://www.ctc.ca.gov/docs/default-source/leaflets/cl667.pdf?sfvrsn=91a6cf60_8

If you will be meeting the requirement through taking the CBEST, register online, exams are offered multiple times per week:

http://www.ctcexams.nesinc.com/test_info_cbest.asp

3.) Fill out an Application with the CTC “Application 41-4”

This is the actual application for your 30 Day Sub Permit. The Commission on Teacher Credentialing (CTC) has a full instruction sheet on how to fill out this application.

Instruction Link:

<http://www.ctc.ca.gov/credentials/leaflets/414-instructions.pdf>

Some quick things you should know: This application is best filled out on the computer as most fields are drop down boxes. This application is used for a variety of applications and not all fields may be applicable to you. *(For example,*

¹ Updated 7/14/17

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you are not applying for a Child Development Permit and may skip section "3. Child Development Permit" entirely.)

Application Link: <http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

Print at least 3 copies of this Completed Application

- 1 for the CTC
- 1 for Yourself
- 1 for St. HOPE Public Schools

Don't forget your Processing Fee!

The processing fee for each application to the CTC is \$100.00 Please review the Fee Schedule to understand all costs involved with the transfer process. Please understand the State of California will not process your application unless they receive payment.

Link: https://www.ctc.ca.gov/docs/default-source/leaflets/cl659.pdf?sfvrsn=48637d4b_2

3.) Complete a Certificate of Clearance

This is essentially a LiveScan for the State of California. This is different and separate from any pre-employment background checks you may complete. If you are applying for a Certificate of Clearance from outside of California your process is different and you MAY NOT use online forms. Please read attached links carefully. Please keep in mind the Certificate of Clearance is a two-step process and in-state applicants must link their documents online after visiting the LiveScan center.

Link: https://www.ctc.ca.gov/docs/default-source/leaflets/cl900.pdf?sfvrsn=b6bd8b52_0

A. Receipt for LiveScan Link, 41-LS:

- a. Bring 3 Copies of this document to the LiveScan center!**

Link: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

B. Link your document Online (For those living in CA only)

- a. Link:**

<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

If you are currently out of state, the Livescan digital fingerprinting process will not be available to you, however, the CTC does offer the option of fingerprint cards. *(Please refer to link above.)*

C. Don't forget your Processing Fee!

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The processing fee for a Certificate of Clearance to the CTC is \$50.00.

Please review the Fee Schedule to understand all costs involved with the transfer process. Please understand the State of California will not process your application unless they receive payment. **Please note the fee to the CTC is separate from any fees you may pay for the actual fingerprinting process and this may vary by location.**

[Link: http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf](http://www.ctc.ca.gov/credentials/leaflets/cl659.pdf)