

Substitute Information

Please do not request a Packet until all of the minimum requirements listed have been met.

Please review these questions carefully. If the incorrect packet is requested it will delay the process and could cost additional fees.

START HERE

Do you hold a valid Credential or Substitute Permit?

YES

Have you previously been a Substitute in Merced County?

YES

Please contact our Credentials Analyst at 209-381-6633 to discuss your status.

NO

Please Request
(Packet #1)

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org.

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

NO

Have You Met the Basic Skills Requirement?

[https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667))

NO

The Basic Skills requirement must be met before applying for a Substitute Teacher Permit.
[https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667))

YES

Do you have a Bachelors Degree from an Accredited University?

NO

Do you have at least 90 semester units posted as completed at your 4 year CA University?
(Please note units completed at a JR College that are non-transferable or above the maximum transferable allowance are not applicable).

NO

To qualify for the Prospective Substitute Permit you must have at least 90 semester units posted at a 4 year CA University.

YES

Are you currently enrolled and attending a 4 year CA University?

NO

To qualify for the Prospective Substitute Permit you must be currently enrolled and attending a 4 year CA University at the time your application is submitted.

NO

Please Request
(Packet #2)

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

YES

Have you previously been fingerprinted for the CCTC or hold a valid Certificate of Clearance?

(Please note that the CCTC only maintains fingerprint clearance for 18 months if you do not hold a valid document or you must be refingerprinted).

YES

Please Request
(Packet #3)

NO

Please Request
(Packet #4)

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

YES

Please Request
(Packet #5)

No, I have an Expired Document.

Please review the Renewal Information below and once you obtain your valid Document you can continue the process.