Timeline and Next Steps for Those Applying for a Substitute Permit

Credentials Analyst receives your substitute registration packet.

Make sure you have a Commission on Teacher Credentialing (CTC) profile.

If applying for the **Emergency 30 Day Permit**, attend an office hour to be recommended for the permit.

You will receive an email from the Credentials Analyst about your permit recommendation.

It is your responsibility to log into your CTC account, complete the application, and pay the application fee ($102.65).

Once the permit is granted, email the MCOE Credentials Analyst. Your registration packet will be pulled and processed on a Monday or Friday.

Once you're activated on the county-wide substitute list, you will receive a confirmation email.

The final step is to connect and register with the district(s).

If applying for the **Prospective Teachers Emergency Substitute Permit**, attend an office hour to complete the paper application.

For this meeting, bring a check or money order payable to CTC for $100.

I recommend we also apply for a Certificate of Clearance (COC). This is an online application we can complete during our meeting.

Without the COC, the CTC's processing time can be up to four months.

Once the permit is granted, email the MCOE Credentials Analyst. Your registration packet will be pulled and processed on a Monday or Friday.

Once you're activated on the county-wide substitute list, you will receive a confirmation email.

The final step is to connect and register with the district(s).

With the COC, your registration packet will be processed sooner.

Once the permit is granted, email the MCOE Credentials Analyst. Your registration packet will be pulled and processed on a Monday or Friday.

Once you're activated on the county-wide substitute list, you will receive a confirmation email.

The final step is to connect and register with the district(s).