

30 Day Substitute Permit next steps and instructions

Congratulations! You have completed the first step on applying for the Emergency 30 Day Substitute Permit.

HERE ARE THE STEPS ON WHAT TO DO AFTER YOUR APPOINTMENT:

1. You are going to be recommended for the Emergency 30 Day Substitute permit. An email will be sent to you, within 24-48 hours, by the California Commission on Teacher Credentialing (CTC) to finish the application online
 - a. **NOTE:** If you have a pre-existing educator account on the CTC website, the recommendation email will automatically be sent to the email already linked to the account.
2. Once you have finished the online application, your permit will be issued to you in about 3-10 business days. Your permit will be shown on your Educator Account
 - a. **NOTE:** If your permit has not been issued to you within the time frame, you can contact the CTC through email at credentials@ctc.ca.gov
3. If you were fingerprinted for the California Commission on Teacher Credentialing (CTC), your results will be shown on your Educator Account in about 3- 10 business days. These results will not be emailed to you.
 - a. **NOTE:** If your fingerprints have not cleared within the time frame you can contact CTC through email at fingerprints@ctc.ca.gov

If you were fingerprinted for the Orange County Clearing House Consortium, your results will be sent to you through a secured delivery in about 3- 10 business days. The email will expire in 30 days, so make sure you have it saved on EDJOIN, your files, or you can print a copy, as this will be proof you are cleared by OCDE.

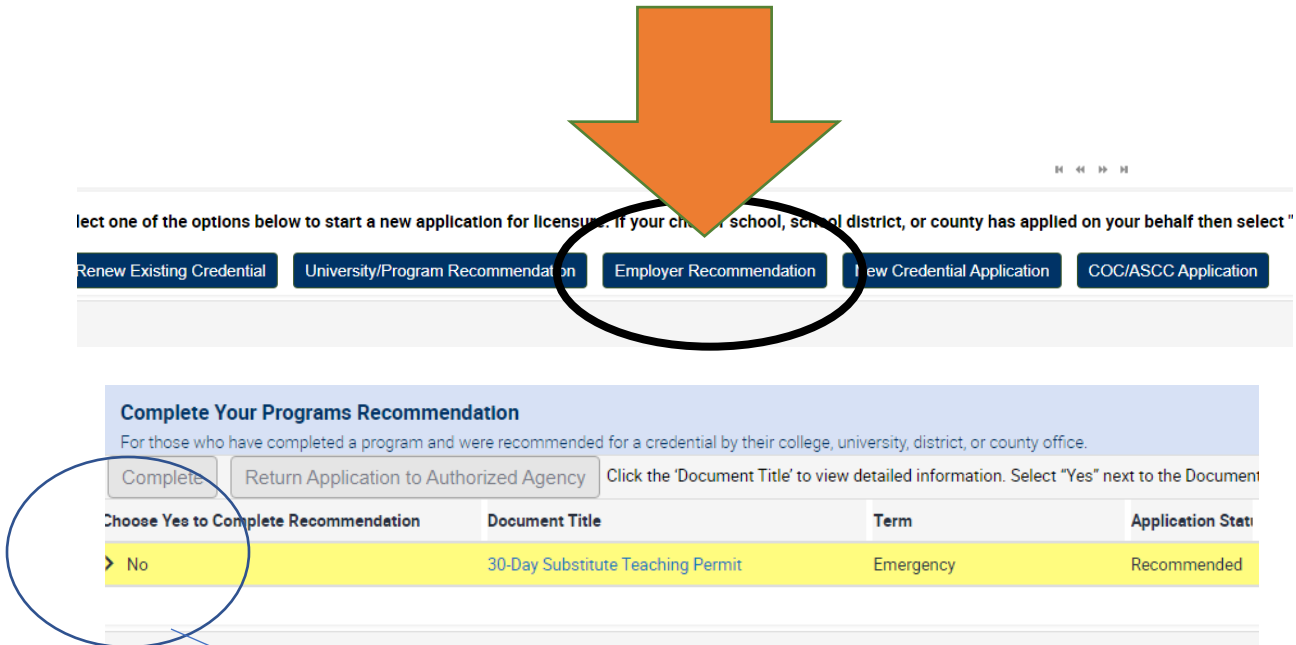
NOTE: These fingerprints do not expire but may be revoked upon receipt of a subsequent arrest notification form the Department of Justice

Application instructions can be found behind this page

Locate the Document

1. Log in with your User ID and Password.
2. Continue to the *Educator Page*, which displays after the *Legal Disclaimer* and *Personal Information pages*.
3. Scroll down to the blue box that says "Employer Recommendation"
4. Locate the document your program sponsor or other agency has submitted and click on the arrow in the left column to highlight the row.
 - A step-by-step video tutorial is available on the [Complete Your Recommendation](#) page.

NOTE: **Recommended documents will only display for 90 days**



select one of the options below to start a new application for licensure. If your client, school, school district, or county has applied on your behalf then select "

Renew Existing Credential University/Program Recommendation **Employer Recommendation** New Credential Application COC/ASCC Application

Complete Your Programs Recommendation

For those who have completed a program and were recommended for a credential by their college, university, district, or county office.

Complete Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select "Yes" next to the Document

Choose Yes to Complete Recommendation	Document Title	Term	Application Status
> No	30-Day Substitute Teaching Permit	Emergency	Recommended

Click on **No** and then select **Yes** from the drop-down list.



Complete

> Yes

8. Complete the Application - only when the information is correct Click **Complete** to continue.
10. The next page will display the *Disclosure and Professional Fitness Questions (PFQs)* For additional information on the Disclosure and PFQ pages, please view the *Complete the Online Disclosure, PFQs and Payment* section on the Commissions Website at ctc.ca.gov