Substitute Permit Requirements

There are two substitute permit options:

1. 30 Day Substitute Emergency Teaching Permit
    a. This is for individuals with a regionally accredited bachelor's degree.
2. Prospective Teachers Emergency Substitute Permit
    a. This is for individuals who are enrolled, taking coursework, in a regionally accredited bachelor's degree program **and** have completed 90 semester units or more of college coursework.

30 Day Substitute Emergency Teaching Permit

The application requirements include:

- □ Creating your Commission on Teacher Credentialing (CTC) profile.
    - Instructions are provided on the CTC website. For more information, please visit the CTC help page.
- □ **Complete the CTC live scan form** at **1005 Northgate Drive, San Rafael**.
    - MCOE will cover the live scan cost (approx. $80) with the house account.
- □ Order official electronic transcripts to be delivered to Amy Ridings, aridings@marinschools.org showing your conferred bachelor's degree from a regionally accredited institution.

The Credentials Analyst will recommend you for the sub permit in the CTC portal and can assist you with completing your portion of the CTC application. The CTC's application fee is $102.65 paid via credit or debit card.

Prospective Teachers Emergency Substitute Permit

The application requirements include:

- □ Creating your Commission on Teacher Credentialing (CTC) profile.
    - Instructions are provided on their website. For more information, please visit their help page.
- □ **Complete the CTC live scan form** at **1005 Northgate Drive, San Rafael**.
    - MCOE will cover the live scan cost (approx. $80) with the house account.
- □ Official transcripts showing completion of 90 semester units or more of college coursework at a regionally accredited institution.
- □ Proof of current enrollment in a regionally accredited bachelor's program.
    - For options on meeting this requirement, visit the CTC's leaflet.
- □ Provide proof of meeting the basic skills requirement.

Schedule a meeting with the Credentials Analyst to complete the paper application. You will need to bring a check or money order for the application fee. The fee is $100 unless you apply for a Certificate of Clearance, then the application fee is $50. We will discuss these options during our meeting.