



San Diego County Office of Education Main Campus  
6401 Linda Vista Road, San Diego, CA 92111  
858-292-3500 | www.sdcoe.net

## How to Apply for a 30-day Sub Permit in Two Easy Steps!

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Other/Maiden Name: \_\_\_\_\_

### Step 1: Gather the materials to verify you meet the requirements.

Please check each of the items you are submitting (one from each section):

- 30-day Sub Permit Checklist (THIS FORM)
- San Diego County Office of Education [Temporary County Certificate](#) Form
- Fingerprints

There are three options to complete the CTC fingerprint requirement. Select one.

- 1) Completed [41-LS Form](#) – this must be processed by a Live Scan facility
- 2) Copy of your Certificate of Clearance (printout from CTC website is OK)
- 3) Copy of another CTC credential or permit (printout from CTC website is OK)

*Please check with your human resources office regarding employment fingerprinting. Most districts will require Clearinghouse fingerprints. This is the form to use to do [Clearinghouse](#) fingerprints.*

- OFFICIAL TRANSCRIPTS showing a bachelor's degree or higher

There are two options to submit official transcripts (these will not be returned). Check one box below.

- 1) Electronic transcripts sent from your college or university directly to our email at [sdcred@sdcoe.net](mailto:sdcred@sdcoe.net).
- 2) Submit an original hardcopy to our office via mail or dropped off (not a printed pdf). This does not need to be in a sealed envelope.

- Basic Skills Requirement is not needed if applying between Jan. 1, 2023, and July 1, 2024.

### Step 2: Submit the materials to our office.

Materials can be submitted in three ways. **ALL MATERIALS SHOULD BE SUBMITTED IN THE SAME ENVELOPE.** Failure to do so will result in a delay in processing. The only exception is if electronic transcripts are sent by the university when the remaining materials are sent together.

#### U.S. Mail

SDCOE Credentials  
Room 104  
6401 Linda Vista Road  
San Diego, CA 92111

#### DROP OFF WITH THE FRONT GATE STAFF

##### Linda Vista Office

6401 Linda Vista Road  
San Diego, CA 92111

##### North County Office

255 Pico Avenue  
San Marcos, CA 92069

### Wait for our office to evaluate and recommend you for the permit.

This timeline is determined by the number of applications we receive. If you send all materials together, materials mailed or dropped off at our office are recommended within three or four weeks. Once recommended, you will get an email from CTC to complete your application on their website. CTC typically grants the permit in seven to 10 days and will email you at that time.