san diego county office of EDUCATION
FUTURE WITHOUT BOUNDARIES™

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 2 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) OR if applying through the SDCOE application portal (preferred) use the Client Application Information Form
- ☐ **San Diego County Office of Education Temporary County Certificate Form**
- ☐ **Fingerprints**
  There are 3 options to complete the CTC fingerprint requirement. Select one.
  - ☐ 1) Completed 41-LS Form – this must be processed by a Livescan 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 2 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.
  - ☐ 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 not needed if you hold a Bachelor's Degree or higher

Step 2: Submit the materials to our office.

Materials can be submitted in 3 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.

ONLINE!	U.S. Mail	Drop off with the front gate staff	
Go to https://sdcoe.service-now.com/credentials and create/log-in an account	SDCOE Credentials, Room 104 6401 Linda Vista Road San Diego, CA 92111	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 3-4 weeks. Faster for online submissions. Once recommended you will get an email from CTC to complete your application online. ***IMPORTANT: Please make sure to click on the "**employer recommendation**" tab. If you click on the "new credential application" tab, the process for you to obtain your substitute teaching permit **will** be delayed. CTC typically grants the permit within 7-10 days. They will email you at that time.