

**Los Angeles County Office of Education (LACOE)**

**School Financial Services**

**Certification Services**

**ONLINE RECOMMENDATION FOR THE INITIAL EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT**

Certification Services provides a courtesy service to facilitate the online application process for the Initial Emergency 30-Day Substitute Teaching Permit for interested members of the public who **both reside and plan to work in Los Angeles County**. *If an individual resides in a county that does not offer this service, they can submit a paper application directly to the Commission on Teacher Credentialing (CTC) as an alternative option.* The final decision on granting this permit lies solely with the Commission on Teacher Credentialing (CTC). The application fee for the permit is paid online with a credit card directly by the applicant to the CTC. No fee is paid to LACOE. Our courtesy service is unavailable during the months of August, September, and October.

To begin the process, please refer to the following documentation.

**Los Angeles County Office of Education  
Certification Services  
Online Initial Emergency 30 Day Substitute Teaching Permit Recommendation Request Form**

**This service is available exclusively to individuals who both reside and intend to work in Los Angeles County.** I am requesting Certification Services to submit my recommendation for an initial Emergency 30-Day Substitute Teaching Permit. I have not held this permit before. I understand that the Commission on Teacher Credentialing (CTC) will make the final decision regarding my eligibility. The CTC's processing fee must be paid online directly to the CTC after the recommendation is submitted. **Do not send any payment to LACOE.** The fee charged by the CTC is for evaluation purposes only and does not guarantee that the permit will be issued.

**Required information**

First name	Middle Name	Last name
Street address		
City	State	Zip
Phone number	Email address	
Full social security number	Date of birth	

**Our standard processing time is 3 to 4 weeks, this does not include the additional 10 working days for the CTC to complete the review of the application and grant or deny the document. Furthermore, significant delays will occur on the CTC's end if there are fingerprint issues or if the applicant answers YES to any Professional Fitness Questions, or if the CTC receives any record of arrest, prosecution, or misconduct.**

**I have included the following materials to process the on-line application (original documents will not be returned):**

**Official original transcripts from a regionally accredited college with conferred Bachelor's degree.** *If your university uses a third-party vendor (e.g. e-Transcripts, National Student Clearinghouse, Parchment) for electronic transcripts, have them emailed to [Certification\\_Unit@lacoed.edu](mailto:Certification_Unit@lacoed.edu).*

**41-LS Live scan confirming you have been fingerprinted for the CTC.**

**I reside and intend to work in Los Angeles County**

**We do not accept faxed or emailed documentation. Please mail all materials, including this form, to:**

**Los Angeles County Office of Education  
Certification Section, EC 132  
9300 Imperial Highway, Downey, CA 90242-2890**



## REQUEST FOR LIVE SCAN SERVICE

### Applicant Submission

ORI (Code assigned by DOJ) \_\_\_\_\_ Authorized Applicant Type \_\_\_\_\_

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) \_\_\_\_\_

### Contributing Agency Information:

Agency Authorized to Receive Criminal Record Information \_\_\_\_\_ Mail Code (five-digit code assigned by DOJ) \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_ Contact Name (mandatory for all school submissions) \_\_\_\_\_

City \_\_\_\_\_ State CA ZIP Code \_\_\_\_\_ Contact Telephone Number \_\_\_\_\_

### Applicant Information:

\*Required Fields

<p>*Last Name _____</p> <p>Other Name: (AKA or Alias) _____</p> <p>*Last Name _____</p> <p>*Sex <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>*Date of Birth _____</p> <p>*Height _____ *Weight _____ *Eye Color _____ *Hair Color _____</p> <p>*Place of Birth (State or Country) _____ *Social Security Number _____</p> <p>*Home Address _____ Street Address or P.O. Box _____</p>	<p>*First Name _____ Middle Initial _____ Suffix _____</p> <p>*First Name _____ Suffix _____</p> <p>*Driver's License _____</p> <p>Billing Number _____  <small>(Agency Billing Number)</small></p> <p>Misc. Number _____  <small>(Other Identification Number)</small></p> <p>City _____ State _____ ZIP Code _____</p>
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I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

\_\_\_\_\_ \*Applicant Signature \_\_\_\_\_ \*Date \_\_\_\_\_

Your Number: \_\_\_\_\_ Level of Service:  DOJ  FBI

\*Use ITIN or SSN for OCA Number Field \_\_\_\_\_ \*OCA Number (Agency Identifying Number) \_\_\_\_\_  
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: \_\_\_\_\_  
 (Must provide proof of rejection) \_\_\_\_\_ Original ATI Number \_\_\_\_\_

### Employer (Additional response for agencies specified by statute):

Employer Name \_\_\_\_\_

Street Address or P.O. Box \_\_\_\_\_ Telephone Number (optional) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_ Mail Code (five digit code assigned by DOJ) \_\_\_\_\_

### Live Scan Transaction Completed By:

Name of Operator _____	Date _____
Transmitting Agency _____ LSID _____	ATI Number _____ Amount Collected/Billed _____



## REQUEST FOR LIVE SCAN SERVICE

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170



## REQUEST FOR LIVE SCAN SERVICE

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### Privacy Act Statement

**Authority.** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose.** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses.** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



## REQUEST FOR LIVE SCAN SERVICE

### Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.<sup>3</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>4</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification

<sup>2</sup> <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 28 CFR 50.12(b)

<sup>4</sup> See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)

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## Regional Accreditation Information

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The Commission can only accept course work and degrees completed at regionally accredited institutions. Degrees and course work must have been completed while the institution was regionally accredited in order for the Commission to consider them for credentialing purposes. Course work completed in other states is acceptable as long as the institution holds regional accreditation through one of the accrediting bodies listed below. Course work and degrees completed outside of the United States must be evaluated by a [Commission-approved foreign transcript evaluation agency](#) before it may be used for credentialing purposes.

To determine the accreditation status of any college or university, the Commission uses a publication entitled Accredited Institutions of Postsecondary Education (AIPE) to verify accreditation. To obtain a copy, please visit the AIPE website at [www.acenet.edu](http://www.acenet.edu). This publication is revised and published annually. This book also contains institutions accredited by agencies that are NOT approved by the Commission for credentialing purposes in California.

The acceptable regional accrediting bodies are:

- **Middle States Association of Colleges and Schools (MSA)/Commission on Higher Education (MSCHE)**  
Website: [www.msche.org](http://www.msche.org)  
States represented by MSA: Washington DC, Delaware, Florida, Maryland, New Jersey, New York, Pennsylvania, Puerto Rico, U.S. Virgin Island, and Overseas
- **The Northwest Commission on Colleges and Universities (NWCCU) (formerly Northwest Association of Schools and Colleges or NASC)**  
Website: [www.nwccu.org](http://www.nwccu.org)  
States represented by NWCCU: Utah, Idaho, Washington, Alaska, New York, Oregon, Nevada, Montana, and Costa Rica
- **Higher Learning Commission (HLC) (formerly North Central Association of Colleges and Schools or NCA)**  
Website: [www.hlcommission.org](http://www.hlcommission.org)  
States represented by HLC: Arizona, Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, New Mexico, North Dakota, Ohio, Oklahoma, South Dakota, West Virginia, Wisconsin, and Wyoming
- **New England Commission of Higher Education (NECHE) (formerly New England Association of Schools and Colleges or NEASC-CIHE)**  
Website: [www.neche.org](http://www.neche.org)  
States represented by NECHE: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont and Overseas
- **Southern Association of Colleges and Schools/Commission on Colleges (SACS-COC)**  
Website: [www.sacscoc.org](http://www.sacscoc.org)  
States represented by SACS-CC: Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and Latin America
- **Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges (ACCJC)**  
Website: [www.accjc.org](http://www.accjc.org)  
States represented by WASC-JR & SR: California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of Northern Marianas Islands, Pacific Basin and East Asia
- **Western Association of Schools and Colleges/Senior College and University Commission (WSCUC)**  
Website: [www.wscuc.org](http://www.wscuc.org)  
States represented by WASC-JR & SR: California, Hawaii, Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of Northern Marianas Islands, Pacific Basin and East Asia

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## Electronic Transcripts

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## Foreign Transcript Evaluations

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Individuals who have completed college or university course work at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees\*, and other relevant documents prior to applying to the Commission for a California credential, permit, or certificate. Foreign transcripts must be evaluated by one of the approved organizations listed below in order to be accepted by the Commission. These organizations are private enterprises who charge a fee for their services. Individuals seeking a foreign transcript evaluation must follow the procedures outlined by the organization providing the evaluation.

- A detailed, course-by-course, foreign transcript evaluation is required any time foreign course work is used to meet any credential requirement, even if the foreign course work has been accepted by a college or university in the United States.
- All of the listed evaluation agencies offer rush services at an additional cost. Contact the agency for more information on fees and other requirements for the evaluation.
- **In all instances, original, official documentation will be required when requesting the evaluation.**

\*The bachelor's degree requirement for California certification refers to the equivalent of a four-year (or more) college-level program. Individuals who obtained a credential or teaching certificate in a jurisdiction outside of the United States should also submit a photocopy of that document to the evaluating agency.

## Agencies Approved by the Commission for Foreign Transcript Evaluation

### ***Academic & Professional International Evaluations, Inc. (APIE)***

P.O. Box 5787  
Los Alamitos, CA 90721-5787  
Telephone: (562) 594-6498  
[Email APIE](#)  
[APIE Website](#)

### ***Academic Credentials Evaluation Institute, Inc. (ACEI)***

P.O. Box 6908  
Beverly Hills, CA 90212  
Telephone: (310) 275-3530  
[Email ACEI](#)  
[ACEI Website](#)

### ***Academic & Credential Records, Evaluation & Verification Services (ACREVS)***

California (Silicon Valley – San Francisco – Bay Area)  
1776 Clear Lake Avenue  
Milpitas, California 95035-7014  
Telephone: (866) 583-4834 Toll Free or (408) 719-0015  
Fax: (510) 252-0876  
[Email ACREVS](#)  
[ACREVS Website](#)

### ***American Education Research Corporation (AERC)***

382 East Rowland Street  
Covina, CA 91723-3154  
Telephone: (626) 339-4404  
Fax: (626) 339-9081  
[Email AERC](#)  
[AERC Website](#)

### ***Educational Credential Evaluators, Inc. (ECE)***

P.O. Box 514070  
Milwaukee, WI 53203-3470  
Telephone: (414) 289-3400  
Fax: (414) 289-3411  
[Email ECE](#)  
[ECE Website](#)

### ***Educational Records Evaluation Service (ERES)***

2480 Hilborn Road, Suite 106  
Fairfield, CA 94534  
Telephone: (866) 411-3737 or (707) 759-2866  
[Email ERES](#)  
[ERES Website](#)

### ***Foreign Credential Services of America (FCSA)***

1910 Justin Lane  
Austin, TX 78757  
Telephone: (512) 459-4565  
Fax: (512) 459-4565  
[Email FCSA](#)  
[FCSA Website](#)

### ***Foreign Credential Services of America West, Monterey, CA (FCSA-WEST)***

798 Lighthouse Ave, Suite 140  
Monterey, CA 93940  
Telephone: (831) 372-1466  
Fax: (831) 372-1441  
[FCSA-WEST Website](#)



**International Education Research Foundation, Inc. Credentials Evaluation Service (IERF)**

P.O. Box 3665

Culver City, CA 90231-3665

Telephone: (310) 258-9451

Fax: (310) 342-7086

[Email IERF](#)[IERF Website](#)

Request a Detailed Report. On an IERF's application, Section 2, please check the following:

1. Professional Licensing/Certification.

Field: **Teaching**

State: **CA**

**World Education Services (WES)**

P.O. Box 5087

Bowling Green Station

New York, NY 10274-5087

Telephone: (212) 966-6311

Fax: (212) 739-6100

[Email WES](#)[WES Website](#)**(CLOSED) Institute for International Credentials Evaluations at California State University, Fresno (IICE)**

5150 North Maple Avenue, M/S JA56

At California State University, Fresno

Fresno, CA 93740-8026

**NOTE: IICE closed June 30, 2014. Individuals in need of reports that were completed before this date can consult the [Fresno State web page](#) for directions.**