

HOW TO SUBMIT YOUR EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT ONLINE

Good news! The Commission on Teacher Credentialing (CTC) allows individuals to submit their initial Emergency 30-Day Substitute Teaching Permit applications directly online through the CTC Online system, without having to be recommended by us.

This process is simple and can be done in a few steps, which we've outlined below to help you submit your application successfully.

Items you will need to upload and complete your application:

- a) **Official transcripts showing conferral of a BA degree (or higher) from a regionally accredited college or university.**
- b) **41-LS Live Scan form showing you have been fingerprinted for the CTC (if you do not already have fingerprints on file with the CTC)**
- c) **Credit Card to make your payment to the CTC for the application**

Steps to Submit Your Application:

1. **Create an Account on CTC Online**
If you do not already have an account, visit the [Create Account webpage](#) (also attached) and follow the instructions (instructions are also attached).
2. **Login to CTC Online**
After creating your account, log in to the system to begin the application process.
3. **Submit the Application**
Complete the Emergency 30-Day Substitute Teaching Permit application by following the steps on the [Direct Application Submission webpage](#) (also attached). Be sure to upload all supporting documentation, such as:
 - Official transcripts (images of both the front and back of the document required)

Important: The file size of your documents must not exceed 10MB.
4. **Pay the Application Fee**
Fees can be paid online during the application process.
5. **Track Your Application**
Applications are processed within 50 business days. However, initial substitute permit applications may be issued much sooner. You can log in to check the status of your submission.

Additional Resources

- **Emergency 30-Day Substitute Teaching Permit Checklist:** [Click here](#) for a complete list of required documents.
- **41-LS (Live Scan Form):** A copy of the Live Scan fingerprinting form is included for your convenience.
- **Regional Accreditation Information:** This document explains which accrediting agencies are recognized by the CTC.
- **Approved Agencies for Foreign Transcript Review:** A list of agencies that are approved by the CTC to evaluate foreign transcripts.

If you have any questions during this process, please refer to the [CTC Online Help Page](#) for additional support.

Create Account

[Home](#) | [Credentialing Information](#) | [CTC Online Services Help](#) | [Your Educator Account](#)
| [Create Account](#)

IMPORTANT:

A registered User ID and password are required to log in to your [CTC Online Account](#).

Your User ID cannot be changed after it has been created.

To create an account, click the ***Educator Login*** button in the right-hand menu, then click ***Create Educator Account*** .

- Enter your SSN and DOB
- If you have an existing account, your User ID will display and you will be prompted to return to the login page.
- If you do not have an existing account, you will be prompted to re-enter your SSN and DOB to create a new account.

When creating your account, please note:

- Never use your SSN as your User ID.
- You must use your **full legal name** when creating your Educator Profile to avoid **fingerprint clearance errors**.
- If the User ID Created page does not display, please try again.

If you need help accessing your account, please visit our [CTC Online Login Help](#) page, which provides support for the following:

- [How to Login](#)
- [Common Login Issues](#)

Updated July 22, 2024

Direct Application Submission

[Home](#) | [Credentialing Information](#) | [CTC Online Services Help](#) | [CTC Online - Application and Payment Help](#)
| [Submit an Online Application](#) | [Direct Application Submission](#)

IMPORTANT:

The instructions below detail how to submit a direct application to the Commission on Teacher Credentialing. Not all credential types are available for submission.

If you have not created a username and login for the Commission’s **CTC Online system**, it must be created prior to following these instructions.

You may review a guide on how to create the login on the [Create an Account](#) page.

1. On the [CTC Online Login](#) page, log in with your User ID and Password.
2. Continue to the *Educator Documents* page, which will display after the *Legal Disclaimer* and *Personal Information* pages.
3. Scroll down to the buttons and click on *Complete an Application for a New Credential*.



4. Click on **Create New** to start.

Apply for a New Credential Certificate		
Choose Yes to Apply	Document Title	Application Status
<input checked="" type="checkbox"/>	Single Subject Teaching Credential	Pending
<input type="checkbox"/>	Single Subject Teaching Credential	Pending
<input type="checkbox"/>	30-Day Substitute Teaching Permit	Pending
<input type="checkbox"/>	30-Day Substitute Teaching Permit	Pending

5. Select the type of Credential and Document:

For the General Application Category, click on the arrow and select **Substitute Permits** from the list.

For the Credential/Permit Requested, click on the arrow and select **30-Day Substitute Teacher Permit**.

6. Click **Next**.

7. The attachments page will allow the uploading of supporting document(s) to verify eligibility for the requested document. Once an application is submitted, there will not be an option to return here and modify a previously uploaded file.

- a. If you previously submitted an application and supporting materials, they will display on the attachments page are listed.
- b. If there are no attachments:
 1. Click the **New File** button.
 2. Select the file to upload.
 3. Click **Open** to start the upload.
 4. Repeat as necessary for multiple files.
- c. To add a Comment after the document is attached, click in the box under the "Comments" column.

Note: It is recommended that prior to upload the file names be changed to reflect specifically what the record is. For example, CSU Sacramento transcripts or copy of out of state license.

8. Click **Next**.

9. Review and answer the Professional Fitness Questions (PFQs). Please visit the [PFQ Information page](#) for any further assistance.

10. Review the Document to ensure you are submitting for the correct document. Once submitted, you will not be able to change the document type requested on your application.

Select Type of Credential & Document

General Application Category: Substitute Permits

Type of Credential/Permit Requested: 30-Day Substitute Teaching Permit

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Attachments

New File

Attachment Name	Size (In Bytes)	Type	Modified	Comments

Document

Edit: Selecting the Edit button will delete your PFQ responses and returns to your home page.

Document Title	Document Title Code	Amount
> 30-Day Substitute Teaching Permit	SUBP	\$100.00

Service Fee : \$2.65
Total Amount : \$102.65

11. Lastly, make sure to complete your payment.
Information on this can be found on the [Payment page](#).

Updated October 14, 2024



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 CA State ZIP Code

Contact Telephone Number

Applicant Information:

*Required Fields

*Last Name

*First Name

Middle Initial

Suffix

Other Name: (AKA or Alias)

*Last Name

*First Name

Suffix

*Sex Male Female

*Date of Birth

*Driver's License

*Height *Weight *Eye Color *Hair Color

Billing Number

(Agency Billing Number)

*Place of Birth (State or Country) *Social Security Number

Misc. Number

(Other Identification Number)

*Home Address Street Address or P.O. Box

City State ZIP Code

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

Commission on Teacher Credentialing

Emergency 30-Day Substitute Teaching Permit Checklist

[Home](#) | [Credentialing Information](#)
| [Emergency 30-Day Substitute Teaching Permit Checklist](#)

Applying for:

Emergency 30-Day Substitute Teaching Permit

Allows you to:

Work as a day-to-day substitute teacher in any public school.



Before You Apply

You will need to obtain your [fingerprint clearance](#) specifically for the Commission. If you already have valid fingerprints on file with the Commission, it is not necessary to fingerprint each time you apply for a credential or permit. However, if your fingerprints are expired then you must re-establish fingerprints. Details on how to check your fingerprint status can be found at [Check Application Status](#).



Ready to Apply?

The items below are required for this application. The Commission reserves the right to request the original(s) of any supporting documentation by mail to ensure authenticity.

	Item	Important Details and Tips
<input type="checkbox"/>	Transcripts showing conferral of a bachelor's degree or higher	<ul style="list-style-type: none"> • The college or university must be regionally accredited. • If you earned your degree outside of the U.S., you cannot provide the official transcripts. You must obtain a foreign transcript evaluation from an approved agency. • Submitting paper transcripts or foreign transcript evaluations: <ul style="list-style-type: none"> ◦ Upload a scan of the original, official paper transcripts or foreign transcript evaluation. Clear photographs will also be accepted. All pages, front and back, must be included in the upload. • Submitting electronic transcripts or foreign transcript evaluations: <ul style="list-style-type: none"> ◦ Upload the original file sent to you by the college, transcript service provider, or foreign transcript evaluation agency.

Important Notes:

- **This checklist is ONLY for submission of an online application.**
- This web-based checklist is a guide and does not need to be uploaded with the online application.
- Full details on qualifying for the Emergency 30-Day Substitute Teaching Permit can be found on [CL-505p](#).

Updated October 14, 2024

Regional Accreditation Information

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. 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
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
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
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
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
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
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
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

Foreign Transcript Evaluations

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.



Credential Information Alert

DATE:

October 14, 2024

NUMBER:

24-07

SUBJECT: Direct Online Submission of Emergency 30-Day Substitute Teaching Permits

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that Emergency 30-Day Substitute Teaching Permit applications may now be submitted online directly by educators through CTC Online.

Background:

Although the number of credentials and permits that can be submitted online by LEAs and program sponsors through the Commission's CTC Online system has expanded over the last few years, educators were only able to directly submit online applications for the Certificate of Clearance and the Activity Supervisor Clearance Certificate. Educators applying directly for any other document types were required to submit paper applications through the mail.

Key Provisions:

The Commission is pleased to announce that the submission process for Emergency 30-Day Substitute Teaching Permit applications is now online. The ability to submit online applications will reduce common errors that arise with paper applications; payment issues; and improve processing times and communication if additional information is required to complete processing. As such, the Commission requests that Local Educational Agencies (LEAs) encourage educators to submit online applications directly instead of sending in paper applications. At this time, only Emergency 30-Day Substitute Teaching Permits are available to be submitted directly by educators. However, the Commission will expand the types of credentials and permits available for direct submission in the future.

As of the date of this CIA, Emergency 30-Day Substitute Teaching Permit applications should only be submitted through CTC Online.

Submission Guidance:

Educators who wish to submit online Emergency 30-Day Substitute Teaching Permit applications directly must first create an account on CTC Online and login to access the application. Instructions on how to create an account can be found on the [Create Account](#) webpage. Educators can also find instructions on how submit the application at the [Direct Application Submission](#) webpage.

During the direct submission process, educators will have the opportunity to upload all supporting documentation that is required for the permit. Applicants may submit electronic copies of original documentation and/or pictures taken of original documentation. This includes official transcripts if images of both the front and back of the document is provided. Applicants may also upload electronic transcripts ([eTranscripts](#)). Note that The Commission **will not** accept copies or pictures of unofficial transcripts or grade reports. As well, the Commission reserves the right to request an original copy of all types of supporting documentation. When uploading supporting documentation, the file must not exceed 10MB in size. It may be necessary to reduce the scan quality in order to reduce the size of the file.

Renewals:

Emergency 30-Day Substitute Teaching Permits must be renewed by the educator online. Instructions on how to renew can be found on the [Renew Your Document](#) webpage.

Processing Timeline:

Emergency 30-Day Substitute Teaching Permit applications submitted online by educators will be processed within 50 business days.

References:

Create Educator Account:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/your-educator-account/create-account>

Direct Application Submission:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app/direct-submission>

Renew Your Document:

<https://www.ctc.ca.gov/credentials/renew-your-document>

Emergency 30-Day Substitute Teaching Permit Checklist:

<https://www.ctc.ca.gov/credentials/emergency-30-day-substitute-teaching-permit-checklist>

Emergency 30-Day Substitute Teaching Permits leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/30-Day-Substitute-Teaching-Permit-\(CL-505p\)](https://www.ctc.ca.gov/credentials/leaflets/30-Day-Substitute-Teaching-Permit-(CL-505p))

Important Dates:

The Commission will begin accepting online Emergency 30-Day Substitute Teaching Permit applications submitted directly by educators as of the date of this CIA.

Contact Information:

Questions can be directed to the Commission's Certification Division through the tool found at <https://educatortools.ctc.ca.gov/ContactUs>.

The CTC's direct application option simplifies the process and reduces waiting times considerably; no need to send anything through US Mail, as everything is completed online.

Our office continues to support these applications exclusively for individuals who both reside in and intend to work in Los Angeles County. Please note that our current processing time is three to four weeks. Due to required original documentation via US Mail and the prioritization of our mandated duties, our process is significantly longer, and applications requiring conduct reviews will face even further delays.

For the fastest and most efficient experience, we strongly encourage using the new CTC online application option. If you still prefer to go through our office, please see documentation requirements below.

**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 time required 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.*

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**