



30-Day Substitute Teaching Permit

What will this authorize me to do?

Online Direct Application Requirements Checklist

Submit this checklist and the required supporting materials listed below within thirty (30) calendar days of completing the online portion of your application for the 30-Day Substitute Teaching Permit. Late submission of supporting materials will result in the application being denied (5 California Code of Regulations section 80487).

Print and mail this checklist, the Online Direct Application Coversheet, and all supporting materials to:

Commission on Teacher Credentialing
Attn: Online Direct Applications
1900 Capitol Avenue
Sacramento, CA 95811-4213

Required supporting materials for the 30-Day Substitute Teaching Permit are:

- Copy of this checklist;
- Online Direct Application Coversheet (this will be available for printing after you complete Step 2 of the Online Direct Application Process);
- Official (original) transcripts showing an earned bachelor's or higher degree from a U.S. [regionally accredited](#) college or university **or** an original [foreign transcript evaluation](#) showing completion of a degree that has been deemed to be equivalent to a bachelor's degree or higher earned at a regionally-accredited institution in the United States;
- Photocopy of passing scores to satisfy the California Basic Skills Requirement ([BSR](#));

Indicate how you will or did meet the [fingerprint](#) clearance requirement:

- First-time applicants: submit form [41-LS](#), or
- Previously applied for California credential, certificate or permit and have completed the Commission fingerprint requirement; and
- Applicable documentation as required for [Personal and Professional Fitness questions](#) (*pdf*) (these questions will be displayed as part of Step 2 of the Online Direct Application Process).

Certification

I verify I have met the requirements, have printed this checklist and am ready to complete the Online Direct Application Process, which will require me to make a nonrefundable payment via Visa or MasterCard.

At the conclusion of the Online Direct Application Process, print the Online Direct Application Coversheet.



Authorization

The 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. During the school year the holder may serve as a substitute for no more than 30 days for any one teacher, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher. This permit is valid for one year and is renewable.

Return to Beginning of Document