

EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT

The Emergency 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. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year. This permit is valid for one year and is renewable. In order to employ individuals on an Emergency 30-Day Substitute Teaching Permit, the employing agency must keep a completed Statement of Need form (CL-505a) on file at their office for the duration of the school year.

Requirements for Initial Issuance

Individuals may submit their application packet directly to the Commission or through their employer. The application packet must include **all** of the following:

1. Official transcripts showing the conferral of a baccalaureate or higher degree from a regionally-accredited college or university
2. Basic skills requirement. See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement* for additional information.
3. Completed application ([form 41-4](#)), and, if not previously submitted to the Commission, a completed LiveScan receipt ([form 41-LS](#)). Out-of-State residents have the option of submitting two fingerprint cards (FD-258) in lieu of a LiveScan receipt. If submitting fingerprint cards, current fingerprint [processing fees](#) must accompany the application packet.
4. Application [processing fee](#)

Requirements for Renewal

Currently, individuals may either renew their Emergency 30-Day Substitute Teaching Permit online or submit a completed application ([form 41-REN](#)) and [processing fee](#) through their employing agency or directly to the Commission.

Effective October 1, 2009, all Emergency 30-Day Substitute Permits will only be renewable online. Paper applications received on or after October 1, 2009 will be returned to sender with a letter instructing them to renew online.

Period of Validity

Applications for initial issuance will be valid for one year beginning the date the application was received at the Commission or employing agency. Applications for renewal submitted prior to the expiration date of the current permit will be valid for one year beginning the date the current permit expires. Applications for renewal submitted after the current permit expires will be valid for one year starting the date the application is submitted to the employing agency or to the Commission.

Reference: Title 5, California Code of Regulations, Section 80025