

State Of California
Commission On Teacher Credentialing

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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.

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. Satisfy the [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

Emergency 30-Day Substitute Permits are renewable on the Commission's website at <https://teachercred.ctc.ca.gov/teachers/RenewableSearchProxy>.

Individuals may also submit their application for renewal directly to the Commission or through their employer. 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.

Renewal application packets must include **both** of the following:

1. Completed renewal application ([form 41-REN](#))
2. Application [processing fee](#)

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