



CREDENTIAL INFORMATION ALERT

DATE: September 3, 2008

NUMBER: 08-13

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

California county offices of education and school districts have had the ability to electronically submit applications for initial Emergency 30-Day Substitute Teaching Permits since August 2007. In the Commission's continued effort to streamline the certification process through automation, **beginning April 1, 2009**, the Commission will no longer accept paper application submissions from county offices of education or school districts for initial Emergency 30-Day Substitute Teaching Permits. The benefit of submitting a substitute permit via the online system is that Commission staff will evaluate an application within 10 working days of receipt of the required materials (see below).

The online submission is a six-step process:

1. Authorized organizations enter the information for the Emergency 30-Day Substitute Teaching Permit;
 2. An email is sent to the applicant requesting the payment of the application fee by using a credit card and the payment process is completed;
 3. The file is downloaded to the Commission daily;
 4. The Commission receives verification of bachelor's or higher degree and the basic skills requirement;
 5. The Commission receives Fingerprint clearance, as appropriate, and
 6. The Commission grants and posts the permit information to the online look-up system.
- The complete process will take approximately 10 working days from receipt of the required items.

Training

The following steps are required by employing agencies before submitting Emergency 30-Day Substitute Teaching Permits:

1. **AUTHORIZED REPRESENTATIVE INFORMATION**—Authorized organizations must submit the Authorized Organization for Credential/Permit Form CL-867AO for each authorized representative that will submit Emergency 30-Day Substitute Teaching Permit applications via the online system. The form is located on the Credential Information Guide (CIG) at:

<http://www.ctc.ca.gov/credentials/cig/CIG-LEAFLETS/CIG-LEAFLETS/cl867AO.pdf>

(Information on accessing the CIG may be found below)

2. **AUTOMATED TRAINING**—each authorized representative must complete the online training session entitled “How to Submit Emergency 30-Day Substitute Permit Applications Online”.
3. **LOGIN INFORMATION**—once the representative has completed the automated training, they will be prompted to submit the following information in an email:
 - a. First Name
 - b. Last Name
 - c. Email Address
 - d. Telephone Number

Accessing the CIG

To access the CIG, please do the following:

1. Type in the following link: http://www.ctc.ca.gov/credentials/cig/cig_toc.html and press Enter. Please note that there is an underscore between “cig” and “toc” within the address.
2. A box will appear labeled "Enter Network Password".
Type the following passwords (NO SPACES):
Username: **ciguser2002**
Password: **cctccig4u**

If you do not want to enter the User Name and Password each time you access the CIG, click the small box to the left that says "Save this password in your password list". This will bypass the log-in process in the future.

Direct Application Packets

The Commission will continue to accept paper application packets for initial Emergency 30-Day Substitute Teaching Permits submitted to our office by an applicant, non-public school or agency, charter school, or statewide agency. However, these applications will not be given priority processing and could take approximately 50 working days to process.

References

All references are located on the CIG under “Online Submission and Processing”
<http://www.ctc.ca.gov/credentials/cig/TRAINING/default.html>

Automated Training

<http://134.186.81.72/30-day-sub/default.html>

Contact Information:

The Commission’s email address dedicated to questions regarding the online submission process is InductionOnline@ctc.ca.gov.

Information Services – for questions related to Emergency 30-Day Substitute Teaching Permit requirements: Telephone - (888) 921-2682 (1:00 to 4:45 pm Monday through Friday) or Email - credentials@ctc.ca.gov.