



Credential Information Alert

DATE: November 10, 2015

NUMBER: 15-04

SUBJECT: Procedure for the Online Renewal of an Emergency 30-Day Substitute Teaching Permit

Summary: The purpose of this Credential Information Alert (CIA) is to inform California public school employing agencies that the online “recommendation” process for first-time/new-type Emergency 30-Day Substitute Teaching Permits is not to be used for the reissuance of such documents.

Key Provisions: The Commission has received a number of applications from California public school employing agencies for Emergency 30-Day Substitute Teaching Permits submitted through the online recommendation system that are not first-time or new-type applications. These are actually applications for the reissuance of permits for individuals who have previously held at least one Emergency 30-Day Substitute Teaching Permit. This is not a proper use of the online application submission process, which is to be used only for an individual who has *never before* been issued an Emergency 30-Day Substitute Teaching Permit. Per [Coded Correspondence 09-12](#), October 1, 2009, holders of Emergency 30-Day Substitute Teaching Permits must renew their permits online via the portal specifically dedicated for that purpose.

Effective the date of this CIA, an online application submitted by an employing agency for an Emergency 30-Day Substitute Teaching Permit for an individual who has already been issued at least one such permit will not be granted. Per California Code of Regulations Title 5 Section 80487, the fee will be considered earned and non-refundable. A letter will then be sent to the employing agency advising that a completed paper application form 41-4 and the current application processing fee must be mailed to the Commission if permit reissuance is desired.* The aforementioned online application will not be processed, altered, or corrected by the Commission for the purposes of applying for another type of document.

*A paper application and fee **must** be mailed to the Commission in such an instance because once a “reject” letter is generated regarding the online application that was improperly submitted, the Commission’s system precludes online renewal as an option. Once the paper application for reissuance is processed, subsequent applications for renewal of the permit will be available for online submission.



The Commission strongly recommends that, prior to submitting an online application for an Emergency 30-Day Substitute Teaching Permit, the employing agency first use the "[Search for an Educator- Secured Search](#)" function on the Commission's website to ensure that no such permit has already been held by that person.

Background

As announced in Coded Correspondence 09-12, online renewal of Emergency 30-Day Substitute Teaching Permits via the portal specifically dedicated for that purpose has been mandatory since October 1, 2009. The online renewal system is an automated process that was developed to expedite applications and the online renewal process is usually completed within ten business days.

Resources:

Coded Correspondence 09-12: Mandatory Online Renewal of Emergency 30-Day Substitute Teaching Permits

<http://www.ctc.ca.gov/notices/coded/2009/0912.pdf>

Handbook for Online Document Submissions (page 143)

<http://www.ctc.ca.gov/credentials/cig2/manuals/CTC-Online-Submission-Handbook.pdf>

Contact Information:

Questions on this subject may be directed to the Commission's Information Services Unit at credentials@ctc.ca.gov.