



Credential Information Alert

DATE:

October 14, 2024

NUMBER:

24-07

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

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that Emergency 30-Day Substitute Teaching Permit applications may now be submitted online directly by educators through CTC Online.

Background:

Although the number of credentials and permits that can be submitted online by LEAs and program sponsors through the Commission's CTC Online system has expanded over the last few years, educators were only able to directly submit online applications for the Certificate of Clearance and the Activity Supervisor Clearance Certificate. Educators applying directly for any other document types were required to submit paper applications through the mail.

Key Provisions:

The Commission is pleased to announce that the submission process for Emergency 30-Day Substitute Teaching Permit applications is now online. The ability to submit online applications will reduce common errors that arise with paper applications; payment issues; and improve processing times and communication if additional information is required to complete processing. As such, the Commission requests that Local Educational Agencies (LEAs) encourage educators to submit online applications directly instead of sending in paper applications. At this time, only Emergency 30-Day Substitute Teaching Permits are available to be submitted directly by educators. However, the Commission will expand the types of credentials and permits available for direct submission in the future.

As of the date of this CIA, Emergency 30-Day Substitute Teaching Permit applications should only be submitted through CTC Online.

Submission Guidance:

Educators who wish to submit online Emergency 30-Day Substitute Teaching Permit applications directly must first create an account on CTC Online and login to access the application. Instructions on how to create an account can be found on the [Create Account](#) webpage. Educators can also find instructions on how submit the application at the [Direct Application Submission](#) webpage.

During the direct submission process, educators will have the opportunity to upload all supporting documentation that is required for the permit. Applicants may submit electronic copies of original documentation and/or pictures taken of original documentation. This includes official transcripts if images of both the front and back of the document is provided. Applicants may also upload electronic transcripts ([eTranscripts](#)). Note that The Commission **will not** accept copies or pictures of unofficial transcripts or grade reports. As well, the Commission reserves the right to request an original copy of all types of supporting documentation. When uploading supporting documentation, the file must not exceed 10MB in size. It may be necessary to reduce the scan quality in order to reduce the size of the file.

Renewals:

Emergency 30-Day Substitute Teaching Permits must be renewed by the educator online. Instructions on how to renew can be found on the [Renew Your Document](#) webpage.

Processing Timeline:

Emergency 30-Day Substitute Teaching Permit applications submitted online by educators will be processed within 50 business days.

References:

Create Educator Account:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/your-educator-account/create-account>

Direct Application Submission:

<https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app/direct-submission>

Renew Your Document:

<https://www.ctc.ca.gov/credentials/renew-your-document>

Emergency 30-Day Substitute Teaching Permit Checklist:

<https://www.ctc.ca.gov/credentials/emergency-30-day-substitute-teaching-permit-checklist>

Emergency 30-Day Substitute Teaching Permits leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/30-Day-Substitute-Teaching-Permit-\(CL-505p\)](https://www.ctc.ca.gov/credentials/leaflets/30-Day-Substitute-Teaching-Permit-(CL-505p))

Important Dates:

The Commission will begin accepting online Emergency 30-Day Substitute Teaching Permit applications submitted directly by educators as of the date of this CIA.

Contact Information:

Questions can be directed to the Commission's Certification Division through the tool found at <https://educatortools.ctc.ca.gov/ContactUs>.