



Credential Information Alert

DATE: March 27, 2026

NUMBER: 26-01

SUBJECT: Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit Available on CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform interested parties that applications for the Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit can now be submitted directly by educators through CTC Online.

Key Provisions:

The Commission is continuing its expansion of documents available for online submission and is pleased to announce that interested parties may begin submitting online Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit applications. The ability to submit online applications will reduce common errors that arise with paper applications, mailing concerns, payment issues, and streamline communication if additional information is required to complete processing.

This functionality is available as of the date of this CIA. Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit applications submitted online will be processed in the standard 50 business days timeframe.

Online Submissions Directly by Educators:

Interested individuals who have never submitted a direct application through the CTC Online system may review the steps on the Commission's [Submit an Online Application](#) page. Submission will require logging in to the CTC Online system. Assistance can be found on the [Login Help](#) page on the Commission's website.

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 of images of both the front and back of the document are provided. Applicants may also upload electronic transcripts ([Transcript Guidance](#)). Note that the Commission **will not** accept copies or pictures of unofficial transcripts or grade reports. We can also accept photocopies of the high school diploma or the equivalent. The Commission also 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 to reduce the size of the file.

Renewals:

Emergency Designated Subjects Career Technical Education 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.

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 Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit Leaflet: [https://www.ctc.ca.gov/credentials/leaflets/designated-subjects-\(cl-786\)](https://www.ctc.ca.gov/credentials/leaflets/designated-subjects-(cl-786))

Credential Information Alert (CIA): https://www.ctc.ca.gov/docs/default-source/credentials/alerts/2024_alerts/cia-24-02.pdf

Important Dates:

The Commission will begin accepting online Emergency Designated Subjects Career Technical Education 30-Day Substitute Teaching Permit applications via CTC Online as of the date of this CIA.

Contact Information:

Questions regarding credential requirements can be directed to the Commission's Division of Licensure Certification through the online form found at <https://educatortools.ctc.ca.gov/ContactUs>.