

## **EMERGENCY CAREER SUBSTITUTE TEACHING PERMIT**

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The Emergency Career Substitute Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 60 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. The permit is valid for one year and is renewable.

### **Requirements for Initial Issuance**

Individuals must submit their application packet through their employing agency. The application packet must include **all** of the following:

1. Official transcripts showing the conferral of a baccalaureate degree or higher from a regionally-accredited college or university
2. Basic skills requirement. See Commission leaflet [CL-667](#), entitled *Basic Skills Requirement*, for additional information
3. Verification by the employer of **one** of the following:
  - a. Three consecutive years\* of at least 90 days per year of day-to-day substitute teaching in the California school district requesting the permit. The three year period must immediately precede the date of the application.
  - b. If the county office of education is responsible for the assignment of day-to-day substitutes for all of their school districts, three consecutive years\* of at least 90 days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit. The three year period must immediately precede the date of the application.
4. Statement of endorsement\* signed by the superintendent of the employing school district or county office of education that the applicant has served successfully in the district(s) and that the district(s) would allow the individual to substitute teach for up to 60 days for one teacher during the school year
5. Verification that the employing agency will make staff development activities\* offered to their regular teaching staff available to the permit holder
6. Completed application ([form 41-4](#))
7. Application processing fee (see Fee Information leaflet [CL-659](#))

### **Requirements for Renewal**

Individuals must submit their application for renewal through their employer. Applications submitted prior to the expiration date of the current permit will be valid for one year, beginning the date the current permit expires. Applications submitted after the current permit expires will be valid for one year, beginning the date the application is submitted to the employing agency or to the Commission office.

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

1. Completed application ([form 41-4](#))
2. Application processing fee (see Fee Information leaflet [CL-659](#))
3. Statement of continued endorsement\* from the superintendent of the employing school district or county office of education
4. Verification that staff development activities\* offered to regular teaching staff were made available to the permit holders

\* The three years of teaching experience, the availability of staff development activities to the permit holder, and the statement of endorsement from the superintendent may be verified on the Verification of Requirements form ([CL-505C](#)). Verification of these requirements may also be submitted on letterhead paper if an employing agency chooses not to use form CL-505C.

*Reference: Title 5, California Code of Regulations, Section 80025.1*