

Application for First-Time Substitute Permit

Individuals who hold a bachelor (or higher) degree and have passed CBEST (or another qualifying basic skills exam), may be recommended for an Emergency 30-Day Substitute Teaching Permit.

SBCEO submits the recommendation to the CTC on behalf of each qualifying applicant. This recommendation leads to the review and issuance of the Substitute Permit.

This fully-completed form is required as your formal request to be recommended for your first Emergency 30-Day Substitute Teaching Permit.

Please check the items included with your application:

- Official Transcripts verifying conferral of a bachelor or higher degree
- Photocopy of passing CBEST exam report or other qualifying basic skills test
- Copy of completed CTC live scan form 41-LS

Full Name			
Previous Names			
Mailing Address			
City & State		Zip Code	
Phone Number			
Date of Birth (MM/DD/YYYY)			
Social Security Number			
Email Address			
Current Employer (if applicable)			

Please sign below and return the original ("wet") signed form along with your other materials.

I understand that I must complete all requirements specified by the Commission on Teacher Credentialing (CTC) in order to receive recommendation for my Substitute Permit. The granting of my permit is under the sole authority of the CTC.

Candidate Signature		Date	
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Strict confidentiality will be upheld regarding the information submitted on this form. It will be used solely for the purposes of preparing a formal credential recommendation to the CTC and will not be shared for any other use.

FOR OFFICE USE ONLY:

<input type="checkbox"/> Incomplete (return application) <input type="checkbox"/> Date Submitted
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