Substitute Information

Please do not request a Packet until all of the minimum requirements listed have been met.

Please review these questions carefully. If the incorrect packet is completed it will delay the process and could cost additional fees.

START HERE

Do you hold a valid Credential or Substitute Permit?

YES

NO

Have you previously been a Substitute in Merced County?

YES

NO

Please return to previous page and choose Packet #1

Have You Met the Basic Skills Requirement by Passing the CBEST or CSET Multiple Subject + Writing exam?

NO

YES

You must have the Official Score report.

NO

YES

Do you have at least 90 semester units posted as completed at your 4 year CA University?

(please note units completed at a Jr College that are non-transferable or above the maximum transferable allowance are not applicable).

NO

YES

To qualify for the Prospective Substitute Permit you must have at least 90 semester units posted at a 4 year CA University.

NO

YES

Are you currently enrolled and attending a 4 year CA University?

NO

YES

Have you previously been fingerprinted for the California Commission on Teacher Credentialing or hold a valid Certificate of Clearance? *

Please contact our Credentials Specialist at (209) 381-6633 to discuss your status.

NO

YES

Have you previously been fingerprinted for the California Commission on Teacher Credentialing or hold a valid Certificate of Clearance? *

(please note that the CCTC only maintains fingerprint clearance for 18 months if you do not hold a valid document or you must be re-fingerprinted).

Do you have a Bachelors Degree from an Accredited University?

NO

YES

Passage of a Basic Skills Exam is required for all Substitute Permits. Exam information can be found at www.ctcexams.nesinc.org

Please return to previous page and choose Packet #4

Please return to previous page and choose Packet #5

*The Certificate of Clearance is a document issued by the Commission to an individual who has completed the Commission's fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law.
To renew you must complete at least 15 semester units of coursework at a 4 year CA University since your previous Prospective Substitute Permit was issued.

If you do not hold one of these Documents you can contact our Credential Specialist at (209) 381-6633 to discuss your renewal requirements.

Please do not request a Packet until all of the minimum requirements listed have been met.

RENEWAL INFORMATION

Do you hold a 30 Day Substitute Permit or Clear Credential (Multiple Subject, Single Subject, Education Specialist, PPS, etc)?

YES

Please contact our Credentials Specialist at (209) 381-6633 to discuss the upgrade process

NO

Do you hold a Prospective Substitute Permit?

YES

Have you obtained your Bachelors Degree from an Accredited University?

YES

Please contact our Credentials Specialist at (209) 381-6633 to discuss the renewal process

NO

NO

NO

Have you obtained your Bachelors Degree from an Accredited University?

YES

Have you completed at least 15 semester units with a grade of "C" or better at a 4 year CA University since your previous Prospective Substitute Permit was effective?

NO

To renew the Prospective Substitute Permit you must be currently enrolled and attending a 4 year CA University at the time your application is submitted.

Please note the Prospective Substitute Permit can only be renewed once lifetime so if you have already been granted 2 issuances you cannot continue subbing until you have obtained your Bachelors Degree.

Please contact our Credentials Specialist at (209) 381-6633 to discuss the renewal process

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