



August 12, 2012

Informational Memorandum: Acquiring a Substitute Teacher Permit

Thank you for your interest in becoming a substitute teacher for CMP. All of the documents and information you will need to apply for a 30-day Emergency Substitute Teaching Permit are located on the California Commission on Teacher Credentialing (CCTC) website: www.ctc.ca.gov. A 30-day Emergency Substitute Teaching Permit allows an individual to work as a substitute for a fully credentialed teacher. Persons with substitute permits may work as a daily sub on an on-call basis, but are not authorized to work in long-term sub assignments (more than 30 continuous days) or in any teaching assignment that requires a Full Teaching Credential.

If you have previously held a substitute teaching permit, you only need to log onto the CCTC website and renew it online.

If you have never held a substitute permit before, the basic requirements are:

- Bachelor's Degree (must submit an official sealed copy of transcripts)
- Successful completion of the CBEST exam (more info on the website)
- Livescan for the CCTC
- Application form as provided on the CCTC website
- Applicable application fee.

Once you have completed the livescan and all of the required forms, I highly recommend that you personally deliver your initial application to the CCTC office downtown where they will issue a "Certificate of Receipt". This receipt acts as acknowledgement that the CCTC has received your application package. Your substitute permit, once issued, will reflect the date of your receipt. Be sure to keep a copy of ALL pages of your application package, including a copy of your check.

Once you have completed the CTC application process, you will receive a Substitute Teaching credential that will allow you to be a substitute teacher for up to 30 days total for any one teacher in a school year. Of course, you can substitute for multiple teachers in a school year, and at multiple schools, to increase your potential work schedule/availability for work.

Additionally, if you are not currently an employee or authorized substitute for CMP in some capacity, you are considered a "new applicant". All new applicants must submit their application for employment through www.EdJoin.org. As soon as your Sub Permit (or Certificate of Receipt) is in your possession, please verify submission of your CMP application for our Substitute Teacher Pool through www.EdJoin.org. If you are a current CMP employee adding a 30-Day Emergency Substitute Permit to your Personnel file, once you have completed this process and have possession of your Certificate of Receipt and a copy of your entire application package, please contact our office to continue the substitute teacher authorization process.

Please feel free to contact me if you have any additional questions.

Sincerely,

Lisa

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