NEVADA COUNTY
SUPERINTENDENT OF SCHOOLS

John Baggett, Superintendent

380 Crown Point Circle
Grass Valley, CA 95945
Ph. 530-478-6400
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Greetings,

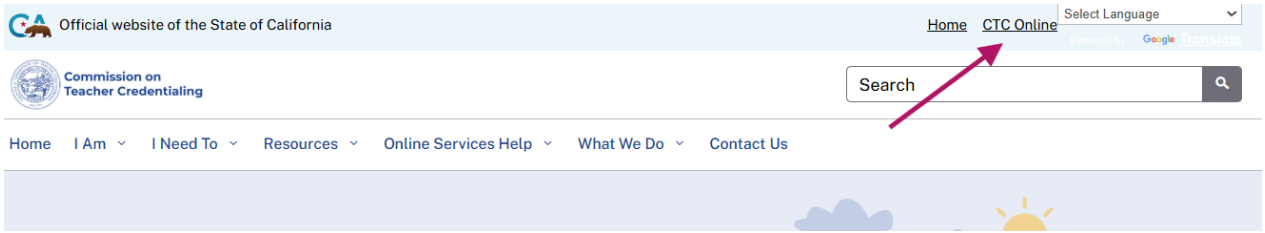
The Nevada County Superintendent of Schools (NCSOS) is happy to walk you through how to apply directly online for your initial substitute teaching permit.

To qualify for a direct sub permit, you need to have met the following requirements:
- Bachelor's degree or higher from a regionally accredited university
- Have not been issued a CA sub permit in the past (even if expired)

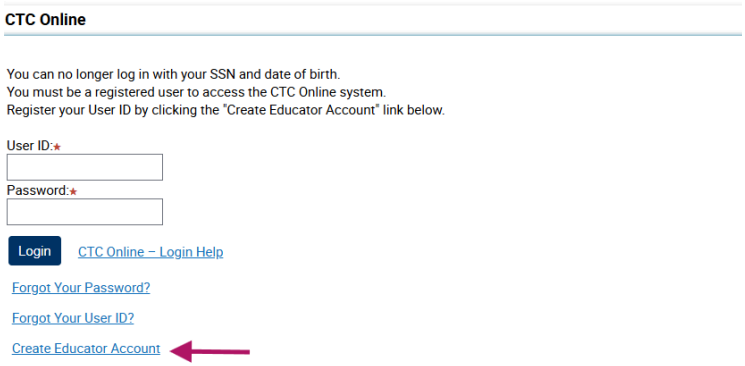
If you meet the above requirements, these instructions have all the necessary information to walk you through how to apply directly to CTC.

STEPS TO CREATE A CTC PROFILE:

1. Click the CTC Online link on the Commission's Home page



2. Click the create educator account link:



Enter your SSN and DOB. You will be prompted to re-enter your SSN and DOB to create a new account.

When creating your account, please note:
- **You must use your full legal name** when creating your Educator Profile to avoid fingerprint clearance errors.
- If the User ID Created page does not display, please try again.

If you need help accessing your account, please visit the CTC Online Login Help page

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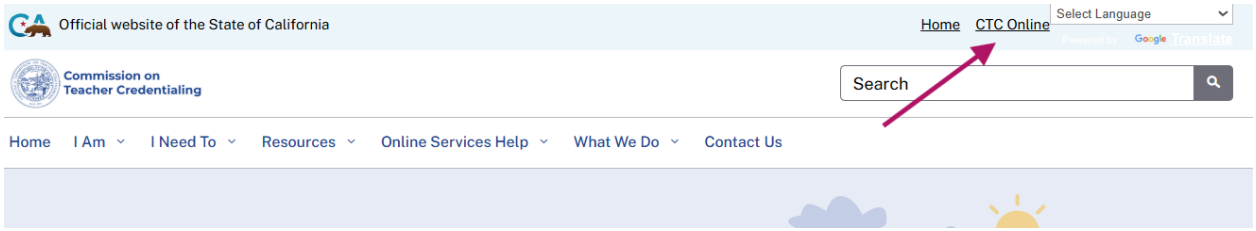
DOCUMENTS TO GATHER

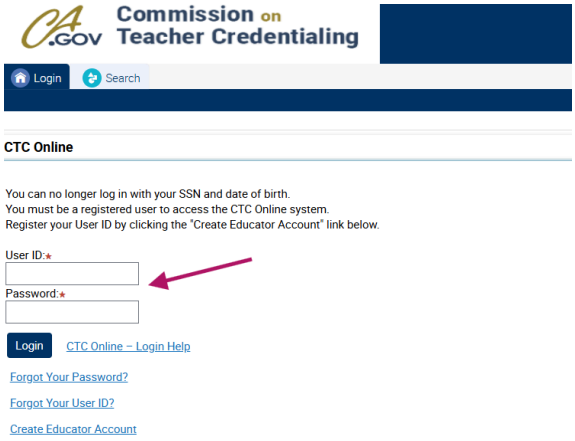
1. Official transcripts showing a bachelor's degree or higher
2. Livescan (aka fingerprint) clearance
    a. Livescan receipt showing submission of fingerprints to the California Commission on Teacher Credentialing (Download the LiveScan 41-LS form here)
        i. UPS Store in Grass Valley is an approved live scan vendor.
        ii. Livescan fee approximately $75 and can be paid directly at UPS store

INSTRUCTIONS FOR DIRECT APPLICATION SUBMISSION

1. Click the CTC Online link on the Commission's Home page to begin your application:



2. Login with your User ID and Password:



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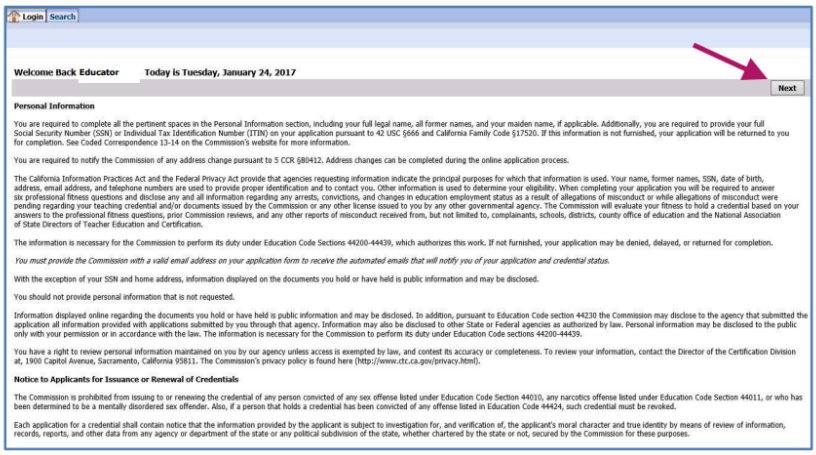
3. You will be shown the Commission's Personal Information legal disclaimer. Click Next in the upper right corner to proceed:



4. Proceed to the screen below where you can verify the information on your personal profile page. Click Next.

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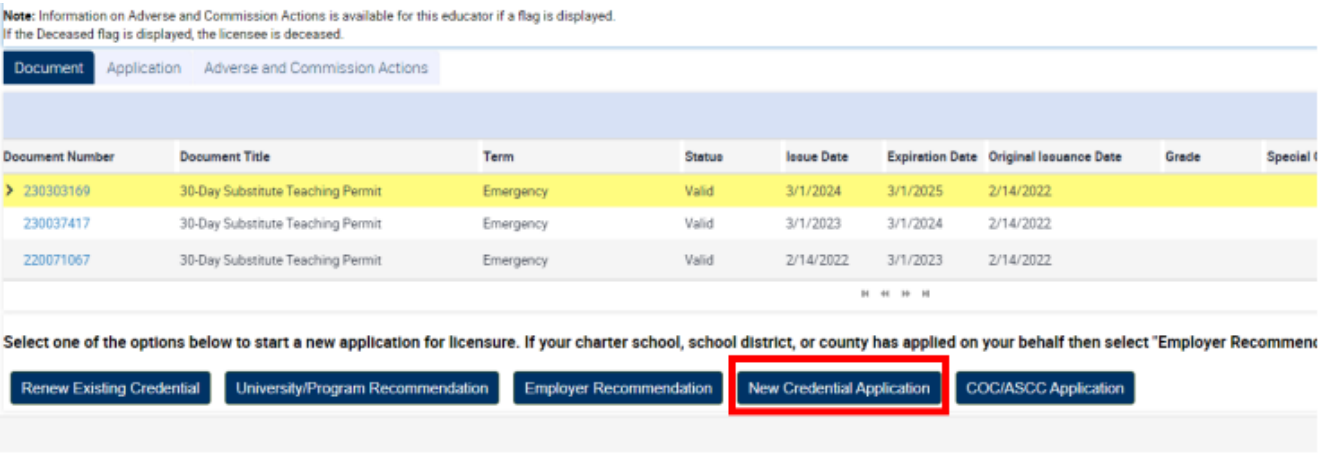
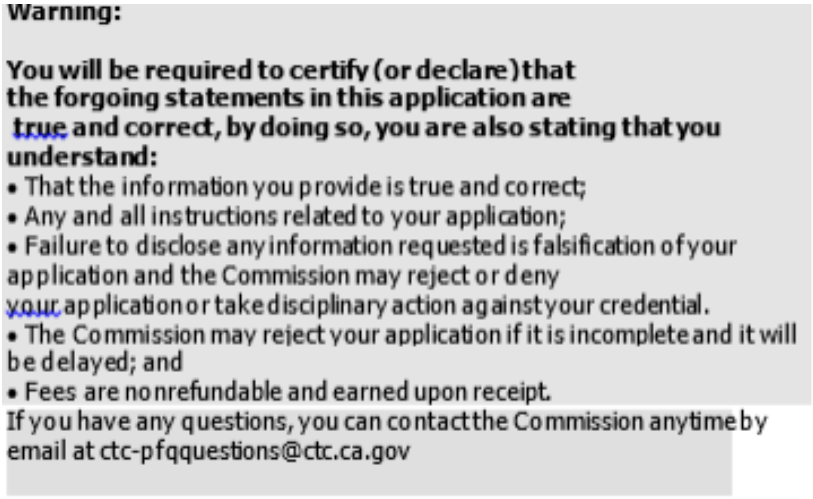
5. Your personal Educator Page provides a view of your document history which will probably be blank. Click on the option for "New Credential Application" and select the "30-Day Substitute Teaching Permit"



Note that recommended documents will only appear for 90 days. If the recommendation application is not completed and paid for within this timeframe, it will be purged by the system and the agency must resubmit the application.

6. Read the entire Disclosure page for the Professional Fitness questions. **Pay particular attention to the last part before continuing:**



Warning:

You will be required to certify (or declare) that the forgoing statements in this application are true and correct, by doing so, you are also stating that you understand:

- That the information you provide is true and correct;
- Any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.
- The Commission may reject your application if it is incomplete and it will be delayed; and
- Fees are nonrefundable and earned upon receipt.

If you have any questions, you can contact the Commission anytime by email at ctc-pfqquestions@ctc.ca.gov

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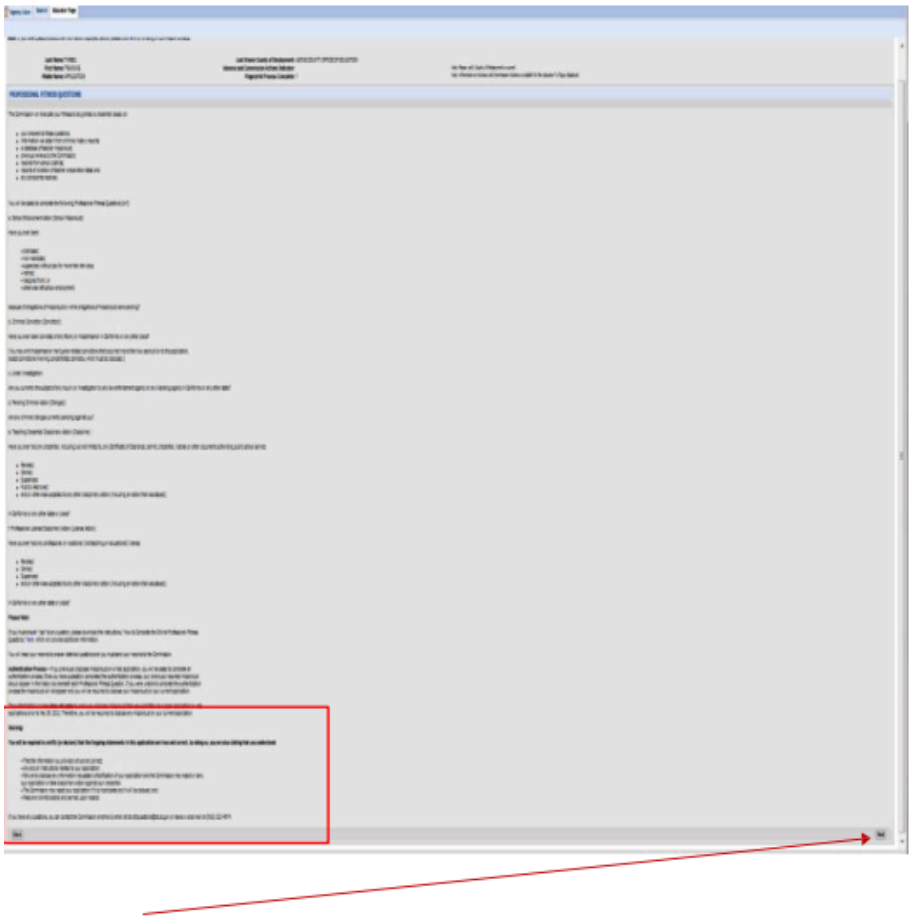
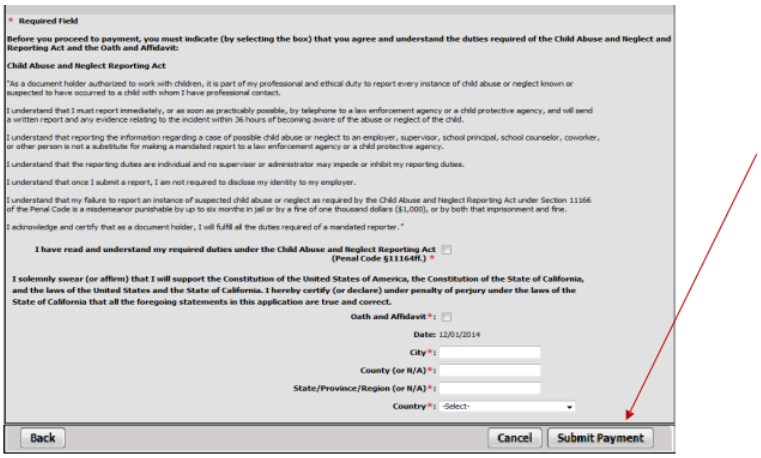
7. Answer each of the Professional Fitness Questions. If you answer yes to any of the questions or you need assistance, click here.



8. Complete all required fields of the Oath and Affidavit, and click Submit Payment.

Click Submit Payment only once!



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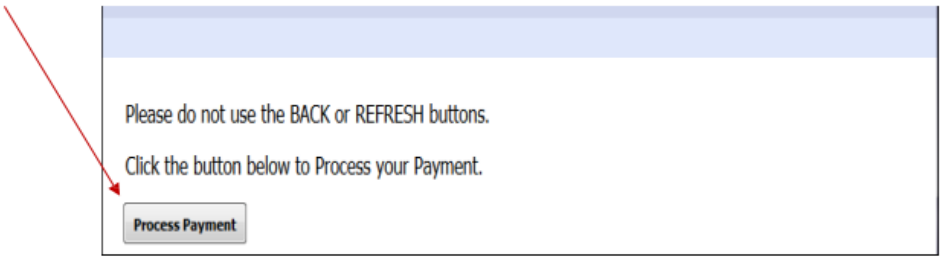
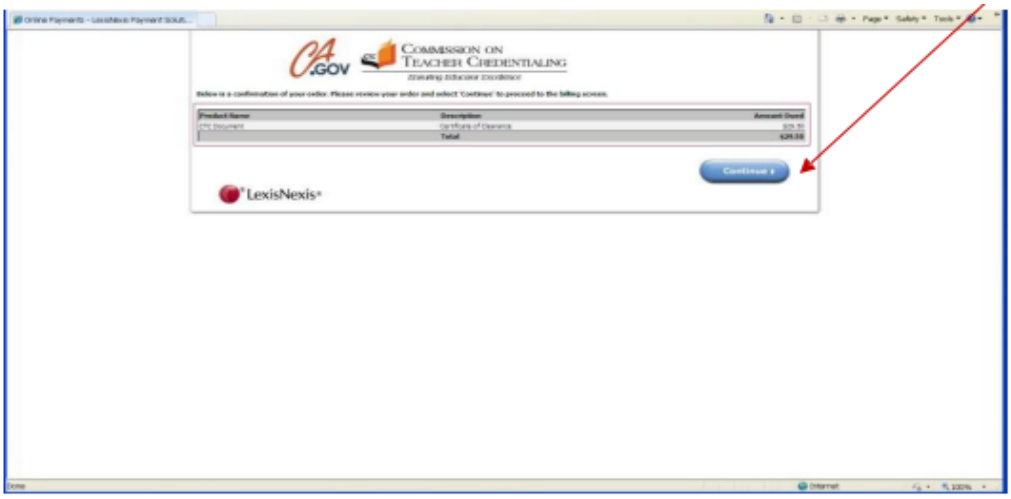
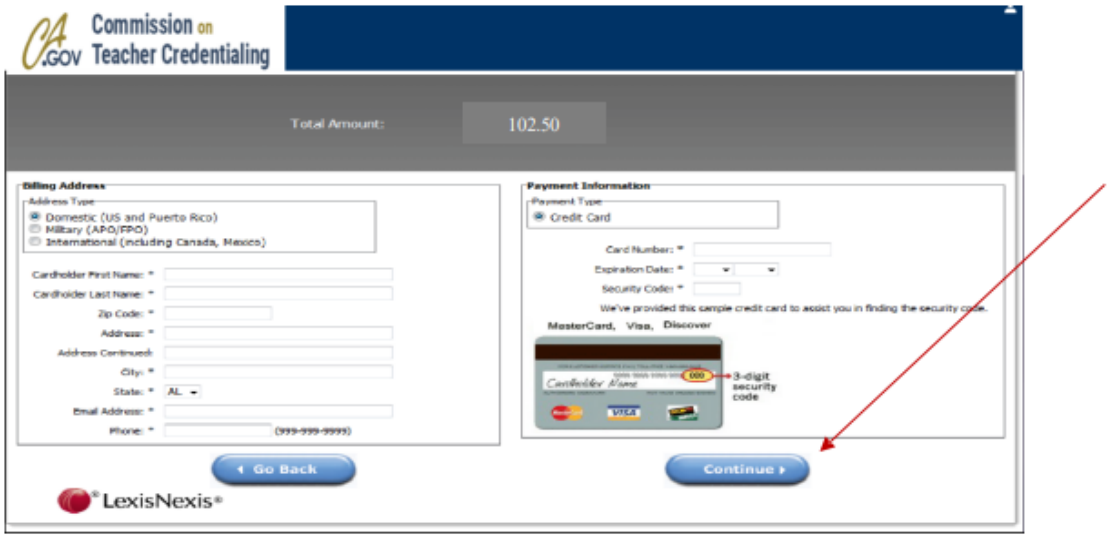
9. On the next page, click the process payment button to move forward:



10. The display shows the document applied for and the amount to pay. Click the continue button:



11. Complete the billing information for LexisNexis. Choose to pay with a credit card, or a debit card with the Visa or Mastercard logo. Click the continue button when finished:



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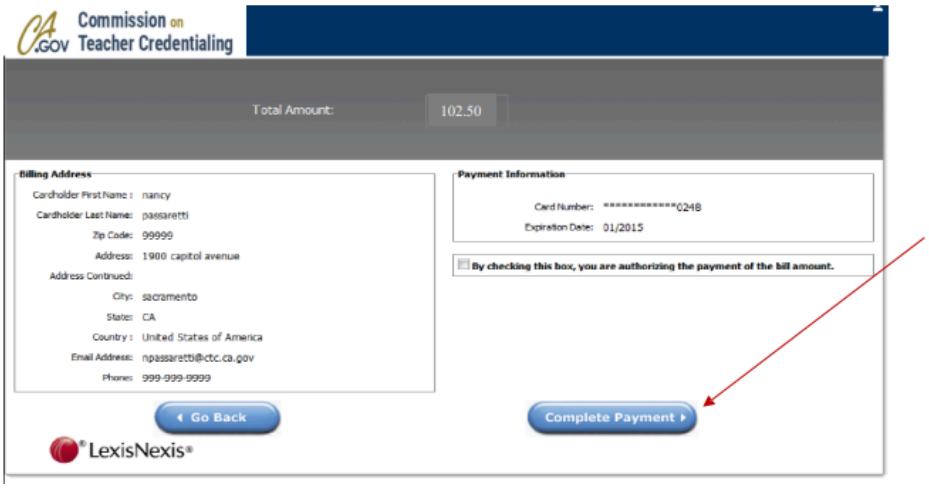
12. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

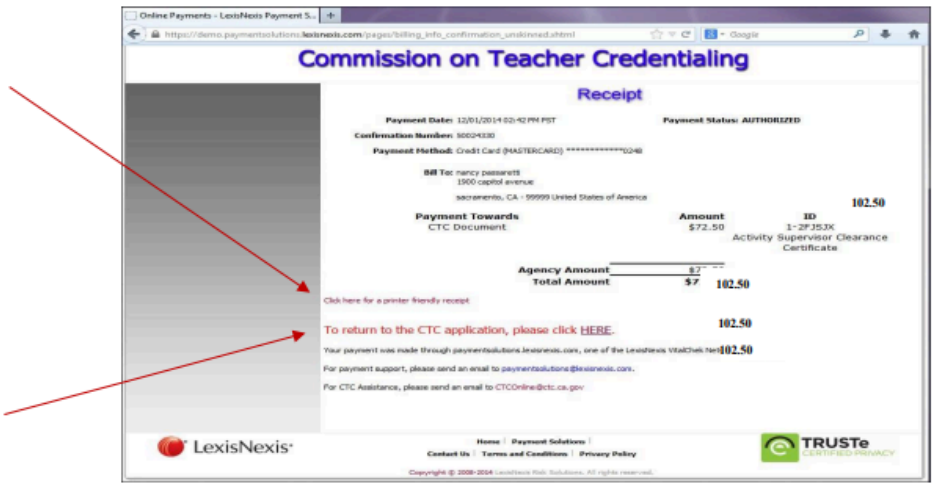
After clicking Complete Payment, do not use the Back button in the web browser. Wait for the Confirmation page to be displayed.

NOTE: The application fee is earned upon receipt and is not refundable. (Reference: Title 5, California Code of Regulations, Section 80487)



13. On the Confirmation page, use the 1st link provided to obtain a printable receipt for your reference (this is optional; you will be emailed a confirmation receipt).

After printing your receipt, you can return to CTC Online with the 2nd link “please click HERE” (as shown in screenshot below).



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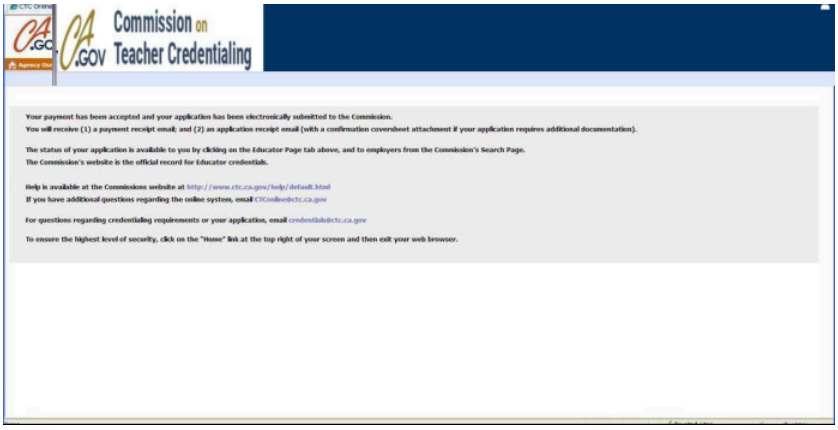
14. The final landing page provides directions back to the Educator page or to log out of CTC Online.



Note: If you answered "yes" to any of the Personal and Professional Fitness questions you must submit supporting materials per instructions here

WHAT HAPPENS NEXT?

1. **After your direct application submission, you will receive a "CTC Notice - Recommendation for New Document" email from donotreply@ctc.ca.gov**
    a. You must follow the instructions in the email and take action to complete your CTC online application and payment.
2. **Next, you will receive a "CTC Application Received Email" confirming receipt of your application** (the CTC usually takes about 7 business days to process).
3. **You will receive a final "Notification of Credential Issuance" once your sub permit has been issued.**
4. **Congratulations, you now have an Emergency 30-Day Substitute Teaching Permit (CL-505p)**
    a. **Expires one year from date of issuance**
    b. **Sub teacher is responsible for renewing permit online before the expiration date**

HOW TO APPLY TO BECOME A SUBSTITUTE TEACHER
Apply here: https://nevco.org/employment/substitute-teaching/

Thank you!

Jenna Johnson

Jenna Johnson, Credential and Data Systems Administrator
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