NEVADA COUNTY
SUPERINTENDENT OF SCHOOLS

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How to Obtain a Substitute Teaching Permit Directly Online through the California Commission on Teacher Credentialing

The California Commission on Teacher Credentialing (CTC) now allows you to directly apply for your initial substitute teaching permit online. Here's what is required:

- CTC active profile
- Official transcripts showing a bachelor's degree or higher from a regionally accredited university
- Fingerprint clearance with CTC
- Application fee of $102.65

Requirements

- **Active CTC Profile**: Go to the CTC Online Login Page and sign in using your User ID and Password. If you do not have a CTC profile, follow the instructions on their website to create an account.
- **Official Transcripts:** Submit official transcripts showing a bachelor's degree or higher from a regionally accredited university. Please review the Transcript Guidance for more information.
- **CTC Fingerprint Clearance** California Department of Justice Request for Live Scan Service. Required unless you already have:
    - o Current Certificate of Clearance or Activity Supervisor Clearance Certificate issued by CTC
    - o Fingerprint status showing "Complete: No Action Required" on your CTC profile.
        - ▪ If neither applies, you will need to visit a live scan location and pay approximately $75 for the CTC fingerprint clearance.

Information on Live Scan Locations
General Fingerprint Information from the CTC.

Important Note: Even if you have received fingerprint clearance through other agencies or states, you are still required to complete the process for the CTC.

Thank you!

Jenna Johnson

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