

SUBSTITUTE TEACHING:

1. Either possession of a valid California Teaching or Services Credential or 30-day Emergency Substitute Teaching Permit or a Bachelors Degree from a regionally accredited College or University and application for the 30-day Emergency Substitute Permit
2. California Basic Education Skills Test (CBEST)

An application packet **MUST** include the following:

1. Official transcripts to verify the Bachelors Degree
2. Original CBEST card to verify the CBEST requirement
3. Application form 4104 (Yellow) and fee of \$55.00 check or money order payable to California Commission on Teacher Credentialing (CCTC).
4. Fingerprint clearance for **employment** as a Substitute Teacher (form to be obtained from the County Office upon payment of \$32.00 fee)
5. One of the options listed below:
 - Current or expired credential or permit issued by CCTC; **or**
 - Certificate of Clearance (COC) or verification letter from college or university of application for COC; **or**
 - Application form 41-CIC (Blue) with form 41-LS (**fingerprint livescan for licensing** obtained from this office) and FEE of \$81.00 payable to Sutter County Sheriff's Dept.

The 30-day Emergency Substitute Teaching Permit authorizes the holder to serve as a substitute teacher for not more than thirty days for any one teacher during a school year in grades K – 12 including preschool and in classes organized primarily for adults. The holder may serve on this permit in any county in which the document is registered, provided the employing agency has a statement of need on file for the current school year.

Packets may be picked up at the Sutter County Superintendent of Schools Office Monday through Friday from 8:00 a.m. to 5:00 p.m.

For more information please contact:

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