



# How to Get on the Santa Cruz County-wide Sub List

## **STEP 1: To qualify for substitute teaching, you must have the following documents:**

- **If you already hold a valid California Teaching Credential OR Emergency 30-Day Substitute Teaching Permit:**
  - SCCOE Substitute Teaching Registration form
  - Original Social Security Card
  - Valid Legal ID
  - Negative TB Test (valid within the past 4 years)
  - Fingerprint clearance for the Santa Cruz County Office of Education (SCCOE) *(see step 2 about scheduling an appointment)*. Fingerprints are taken in our office **during your appointment**. The cost is **\$57.00**, payable by personal check, money order, credit or debit card.
- **If you are applying for a **First-time** Emergency 30-Day Substitute Teaching Permit:**
  - SCCOE Substitute Teaching Registration form
  - Original Social Security Card
  - Valid Legal ID
  - Negative TB Test (valid within the last 4 years)
  - Official transcripts verifying a Bachelor's degree (not copies). *We can accept electronic transcripts, but they must be emailed directly to us from the university. We can also accept hardcopy official transcripts, even if they have been opened.*
  - Verification of Basic Skills Requirement. Typically, this is an official CBEST score report.
  - Fingerprint clearances for the Santa Cruz County Office of Education, and for the Commission on Teacher Credentialing (CTC) *(see step 2 about scheduling an appointment)*. Fingerprints are taken in our office **during your appointment**. The cost is **\$131.00**, payable by personal check, money order, credit or debit card.

## **STEP 2: Schedule an appointment**

- Please call or email to schedule your appointment.
  - **Christine Caldwell-Holden**, [ccaldwell-holden@santacruzcoe.org](mailto:ccaldwell-holden@santacruzcoe.org), 831-466-5753
  - **Mariel Washburn**, [mwashburn@santacruzcoe.org](mailto:mwashburn@santacruzcoe.org), 831-466-5758
- During your appointment, you will be fingerprinted and your documents will be reviewed and copied.

## **STEP 3: Complete the CTC's Online Application, including fee**

- *If you already have an Emergency 30-Day Substitute Teaching Permit or a Teaching Credential, skip to Step 4.*
- Once all documents are received and your fingerprints have cleared, the SCCOE will recommend you to the CTC for an *Emergency 30-Day Substitute Teaching Permit*. The CTC will then email you directions on how to complete your permit application and pay the **\$102.50 fee** on their website, [www.ctc.ca.gov](http://www.ctc.ca.gov). Start by clicking the blue *Educator Login* button, and follow the prompts to Create an Educator Account using your Social Security number and Date of Birth.
- After you have completed the online CTC application for an *Emergency 30-Day Substitute Teaching Permit*, print the confirmation number for your records.

- Please note that the *Emergency 30-Day Substitute Teaching Permit* is valid in the state of California for one calendar year. This permit does not allow more than 30 consecutive days in one teaching assignment, or 20 consecutive days in a special education assignment.

#### **STEP 4: Complete the mandatory online trainings**

**The following online trainings are required of all Santa Cruz County Substitute Teachers: Mandated Reporter, Sexual Harassment Prevention, Active Shooter, & Coronavirus Awareness.**

- Please go to the Keenan SafeSchools website to complete the trainings. <http://santacruz.keenan.safeschools.com/>. Click ‘Register’ and use the registration code 02d5clae (not case-sensitive).
  - **It is your responsibility to notify the Santa Cruz County Office of Education’s Human Resources Department when you’ve completed the trainings.**
  - Training Schedule:
    - *Mandated Reporter*: Every school year, (between July 1 - Oct. 1).
    - *Sexual Harassment Prevention*: Every other school year
    - *Active Shooter*: One time only
    - *Coronavirus Awareness*: One time only
- \*\*** Please note that if you do not notify the SCCOE HR office of completion by October 1, your sub list profile will be inactivated. It can be reactivated upon completion of the trainings.

#### **STEP 5: Receive Invitation Email to the Frontline Absence Management System**

- After you apply and pay for your permit on the CTC’s website, and it is granted, the CTC will notify us. Our office will then add you to the Frontline online absence management system.
- You will receive an email with the subject line: *Santa Cruz County Office of Education has invited you to Absence Management* prompting you to create your Frontline User ID and PIN.
- **Once you create your Frontline user profile, you are officially on the County-wide Substitute Teacher List!** (\*At this time, if you listed PVUSD on your school district list, you can contact them).
- For your reference, see the *Frontline Quick Start Guide for Substitutes*, [http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide\(English\).pdf](http://help.frontlinek12.com/WebNav/Docs/SubstituteQuickStartGuide(English).pdf). For even more helpful information on how to use the system, watch their Basic and Advanced Training videos.

#### **\* Pajaro Valley Unified School District DOES NOT USE Frontline:**

- You will need to contact PVUSD at 831-786-2145 to be included on their substitute teaching list after you have filed your paperwork with the Santa Cruz County Office of Education. PVUSD uses their own online substitute system. They may require you to provide: Photo ID, Social Security Card, copy of negative TB test verification, and a copy of your Teaching Credential or Emergency 30-Day Substitute Teaching permit.

Please contact us if you have questions:

Christine Caldwell-Holden at 831-466-5753, [ccaldwell-holden@santacruzcoe.org](mailto:ccaldwell-holden@santacruzcoe.org)  
or Mariel Washburn at 831-466-5758, [mwashburn@santacruzcoe.org](mailto:mwashburn@santacruzcoe.org)