



SANTA CRUZ
COUNTY OFFICE OF
EDUCATION
DR. FARIS SABBAH • SUPERINTENDENT OF SCHOOLS

How to Register on the Countywide Substitute Teacher List

Thank you for your interest in substitute teaching in Santa Cruz County.

First Step:

Contact Christine Caldwell-Holden,
ccaldwell-holden@santacruzcoe.org, 831-466-5753, or
Mariel Washburn, mwashburn@santacruzcoe.org, 831-466-5758.

They will email a list of requirements to you that includes links to online forms, instructions, and attachments for you to review and/or submit. When you have everything, they will schedule a Substitute Teacher Registration Appointment during which you will be fingerprinted and submit your documentation.

Things to Know:

The Commission on Teacher Credentialing (CTC) is California's educator licensing agency. To be authorized to substitute teach, you must hold a valid

- California teaching credential,
- Emergency 30-Day Substitute Teaching Permit, or
- Emergency Substitute Teaching Permit for Prospective Teachers.

If a substitute teaching permit is needed, applying through our office is the most efficient route. If you already hold a valid California teaching credential, you should just need to register on the county's substitute teacher list.

Basic Requirements to apply for a Substitute Teaching Permit:

First-Time Emergency 30-Day Substitute Teaching Permit:

- Bachelor's degree or higher
- Fingerprint clearance/Background check for the CTC, \$74.00
- Permit application fee, \$102.65

First-Time Emergency Substitute Teaching Permit for Prospective Teachers:

- Completion of a minimum of 90 semester units of course work from a regionally-accredited four-year college or university.
- Current enrollment in a regionally-accredited four-year California college or university.
- Fingerprint clearance/Background check for the CTC, \$74.00
- Permit application fee, \$100.00 paid with a check or money order.
- You may also need to apply for a Certificate of Clearance, \$52.65

Requirements to Register on the Countywide Substitute Teacher List:

- Valid CA teaching credential or substitute teaching permit
- Original, valid photo ID (not a copy)
- Original Social Security card (not a copy)
- Negative TB test (valid within the past four years)
- Completed Substitute Teacher Registration Form
- Fingerprint clearance / background check for the County Office of Education (Fee currently waived)
- Online trainings: Mandated Reporter, and Sexual Harassment Prevention