Substitute Information

Please do not request a Packet until all of the minimum requirements listed have been met.

Please review these questions carefully. If the incorrect packet is requested it will delay the process and could cost additional fees.

START HERE

Do you hold a valid Credential or Substitute Permit?

YES

Have you previously been a Substitute in Merced County?

NO

Please Request (Packet #1)

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org.

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

NO

The Basic Skills requirement must be met before applying for a Substitute Teacher Permit.

https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)

NO

To qualify for the Prospective Substitute Permit you must have at least 90 semester units posted at a 4 year CA University.

YES

Have You Met the Basic Skills Requirement?

https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)

NO

Do you have a Bachelors Degree from an Accredited University?

YES

Have you previously been fingerprinted for the CCTC or hold a valid Certificate of Clearance?

(NO please note that the CCTC only maintains fingerprint clearance for 18 months if you do not hold a valid document or you must be refingerprinted)

NO

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org.

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

YES

Are you currently enrolled and attending a 4 year CA University?

NO

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Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

YES

Have you previously been fingerprinted for the CCTC or hold a valid Certificate of Clearance?

(NO please note that the CCTC only maintains fingerprint clearance for 18 months if you do not hold a valid document or you must be refingerprinted)

NO

Please Request (Packet #2)

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org.

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.

YES

Please Request (Packet #3)

Please Request (Packet #4)

To request a substitute packet please email our Credential Specialist, Tina Schultz, at tschultz@mcoe.org.

Please include the following in your email request: Your Name, Phone Number and Substitute Packet Number you are requesting.