

Substitute Permit

To obtain a Substitute permit, email the following to: sdcred@sdcoe.net or mail to the following address:

San Diego County Office of Education
6401 Linda Vista Road, Room 104
San Diego, CA 92111

1. **Official Transcripts** showing your Bachelor's degree or higher. Electronic transcripts **must** be emailed to sdcred@sdcoe.net by the university directly.
2. **Basic Skills Requirement.** Refer the [California Commission on Teacher Credentialing \(CTC\) leaflet](#) for list of options to meet this requirement.
3. **Fingerprint Clearances.** You will be required to complete two sets of clearances. [CTC Fingerprints](#) (State) and [Clearinghouse Fingerprints](#) (County). More fingerprint information and scheduling appointment options can be found on the San Diego County Office of Education [Fingerprint Services](#) website.
4. **Temporary County Certificate.** This [form](#) is available on the San Diego County Office of Education website. Omit your social security number if emailing this form.

Once the San Diego County Office of Education receives the above listed items, one of their Credential Technicians will recommend you for the permit online and email you a receipt. You will then receive an email from CTC prompting you to complete the application online and pay for the permit with a credit or debit card using their website.