

30 Day Emergency Permit Application Process

***** The CTC requires all applicants to create a User Name, Password and multiple Security Questions PRIOR to being able to submit an application for an Emergency Permit.**

Please go to www.ctc.ca.gov and click on the “Educator Login” button at the bottom right hand side and follow directions on how to create a new User Name and Password. Once these are created, please be sure to save them in a safe place for future use.

Below are the items that you are required to submit to the Humboldt County Office of Education in order to complete the application process for the 30 Day Emergency Permit:

1. _____ Completed Credential Application (Form 41-1) *which can be found on the CTC website or in the Personnel office of HCOE.*
2. _____ Official Transcripts (showing that you’ve graduated with at least a BA) **Must be in a sealed envelope** –we suggest you request they be sent to you and then you hand deliver to us in the sealed envelope.
3. _____ One of the following transcripts showing you have met the basic skills requirement:
 - **CBEST transcript** (showing you have passed the California Basic Educational Skills Test) A copy of the transcript is acceptable. *The test is given at Humboldt State University –call 707-826-3611 for more information.*
 - **CSET:** Multiple Subjects Plus Writing Skills Exam (www.ctcexams.nesinc.com for more information)
 - **CSU:** Early Assessment Program or the CSU Placement Exam (www.ets.org/csu for more information)
 - **Qualifying score on SAT or ACT:** SAT requires 500 or higher in Critical Reading and 550 or higher in Mathematics. ACT requires 22 or higher in English and 23 or higher in Mathematics. **Must be a printed report from the College Board showing scores. High School transcripts will not be accepted.**
 - **Transcript of Basic Skills Exam from another State showing passing scores.**
4. _____ Fingerprint (Live Scan) form(s) ***2 SETS OF FINGERPRINTING ARE REQUIRED**
 - a. California Commission on Teacher Credentialing (CTC) (www.ctc.ca.gov) **\$49** for the actual form (this amount will be charged at the location you get your fingerprints done) + Live Scan fee (differs depending on where you go to get this done)
 - i. This is specifically for applying for the 30 day permit and required by the CTC
 1. **If you are currently or have been in a credential program, these fingerprints should already be on file with the CTC.**
 - b. HCOE fingerprint form **\$32 paid in cash or check only** at the Personnel office, for the actual form + Live Scan fee (differs depending on where you go to get this done)
 - i. This is specifically for eligibility to work/sub in Humboldt County
5. _____ Copy of your Social Security Card and Photo ID; *we must confirm your SS# and DOB prior to starting the application process.*

Once you have done all of the above steps and turn in the required paperwork to us at HCOE, we will then enter the information into the CTC website and we can help you (if needed) complete the application process at a computer next to our office. To complete the application process, **you will be required to pay online with either a debit or credit card the \$102.50 application fee.**

Please feel free to contact us with any additional questions at:
Humboldt County Office of Education
901 Myrtle Ave. Eureka, CA 95501
(707) 445-7039