

30-Day Substitute Emergency Permit Instructions

Please follow these guidelines before submitting your 30 Day Emergency packet to our office. Please use our checklist to ensure that all the steps are followed correctly. If any information is missing or incomplete we will not be able to process your recommendation to the CTC. Please reach out to our office at (707) 445-7039 if you have any questions before starting the process.

Step 1: Gather all pertinent documents for the permit

This includes official unopened transcripts (*do not have your transcripts sent to us*, as we cannot be responsible if they are lost or misplaced), copy of basic skills test (CBEST, SAT, ACT etc.) and a completed/signed 41-4 application. There is more information about these items at <https://tinyurl.com/ctc-permit> and it is also located on our checklist sheet in this packet.

Step 2: Deliver application to HCOE Personnel Office

HCOE is located at **901 Myrtle Avenue, Eureka, 95501**. Drop off your complete application packet **in a sealed envelope** in the drop box outside the Louis Bucher Resource Building, or mail your application to HCOE, **attn: Personnel Office**.

Step 3: HCOE will review your application packet

If anything is missing or incomplete, we will not be able to recommend you for the permit to the CTC. We will contact you if your packet is incomplete.

Step 4: Recommendation made to CTC upon completion of packet

You will be contacted by our office by email on the next steps.

Step 5: Complete Live Scan Fingerprint Process

Take the **41-LS form** (available at <https://tinyurl.com/ctc-fingerprint>) to a Live Scan operator. It will cost \$49 for the DOJ and FBI fees, plus any fee the operator will charge for their service. A permit will not be granted until your prints have cleared and are on file with the CTC.

A list of local Live Scan Operators can be found at <https://hcoe.org/fingerprinting/>

Step 6: Create an Educator Account on the CTC Website

If you have not already made an educator account on the CTC, please do so. Go to <https://www.ctc.ca.gov/credentials/ctc-online---login-help> where you will find thorough directions on how to set up an account. Please write down your user name and password, as you will need it in order to finish the application process.

If you have followed the above guidelines, please wait for an email from our office for further instructions to complete the permit process.