

What do I need to be a substitute teacher in Siskiyou County?

- Valid California Teaching Credential and/or Substitute Permit
- Background clearance (fingerprinted) by Siskiyou Ed. Consortium - \$55 fee cash/money order
- Up to date TB test (to present to districts at time of employment)
- Register with SCOE for Siskiyou County substitute teacher listing
- Take Child Abuse and Neglect Mandated Reporter Training
<http://siskiyoucoe.keenan.safeschools.com/login>
 1. In the log in box, click “Register”
 2. Enter in your Registration Key Number 0eda332d (case sensitive) (0=zero)
 3. It will then have you put in your First and Last Name also a User Name. You can enter your email address but it is not required. Click on the Register button.

How do I obtain a Substitute Permit?

Effective April 1, 2009, all initial (first-time) 30-Day Emergency Substitute Permits will be required to be filed using the online recommend system. All first-time Siskiyou County applicants must be recommended by the Siskiyou County Office of Education. Required information for recommendation is:

- Copy of the CBEST Verification of Passing score report
- Official transcripts showing conferral of the appropriate degree
- Active e-mail account information
- Required fees:
 - \$100 application submission fee to be paid with Visa, MasterCard or a debit or gift Card (with the Visa/MasterCard logo)*
 - Fingerprint processing fees (cash or money order) *See Fingerprint Information on back*

**Upon receiving the necessary recommendation from Siskiyou County Office of Education, first-time applicants will receive an e-mail from the California Commission on Teacher Credentialing requesting payment by credit/debit card and also instructions on completion of the application process*

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How do I get fingerprinted?

California Education Code requires background clearances for individuals applying for first-time credentials/permits and for initial employment as a teacher or substitute teacher in a school district/county office of education.

Fingerprints are taken with Live Scan equipment located at the Siskiyou County Office of Education and transmitted electronically to the California Department of Justice (DOJ) for processing. The results of this Live Scan are then transmitted to the CCTC via confidential e-mail. Even though you may have been previously fingerprinted for other purposes, that information is not available to us.

Fingerprint processing fees are part of the credential process. The fees must be paid to the Siskiyou County Office of Education (SCOE) either in cash or with a money order or cashiers check made payable to the SCOE.

Credential Requirement/Initial Employment		Initial Employment Only	
DOJ Processing:	\$49	DOJ Processing:	\$32
SCOE Rolling Fee:	\$23	SCOE Rolling Fee:	\$23
Total Fee:	\$72	Total Fee:	\$55

Call Joy Torres 842-8407 for an appointment.

Employment

The SCOE publishes a list of eligible substitute teachers as a service to school districts county-wide. Your name will be placed on the list when the SCOE has received the following documents:

- Copy of teaching credential or substitute permit
- Completed application for Temporary County Certificate allowing employment while permit or credential is being processed, if applicable.
- Verification of background clearance by the Department of Justice

Most districts employing substitute teachers require proof of a negative Tuberculin Skin Test. It is beneficial to **carry your TB Skin Test verification with you**, as each employer will request a copy for their records.