

DID YOU KNOW? You can qualify to substitute in California with cleared fingerprints and a bachelor's degree!

See below for step by step guide to becoming a member of the Placer County Office of Education Substitute/Fingerprint Consortium. Fingerprint once for PCOE and be eligible to sub in **ALL** Placer County School Districts.

APPLY AT EDJOIN.ORG

Apply at EDJOIN.org to any "Substitute Teacher" posting with any school district in Placer County. If you meet their requirements, then you will be recommended for the PCOE consortium.

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Additional Guidance:

- If you can't find a posting on EDJOIN.org, call the school district to learn their application process for substitute teachers.
- If you have any existing document numbers on file with the Commission on Teacher Credentialing (CTC), please include this information on your application(s).
- School districts will review your application for requirements, including: having a valid permit or credential; OR meeting the requirements for a 30-Day Substitute Teaching Permit; holding a bachelor's degree from a regionally accredited institution.

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PCOE RECEIVES RECOMMENDATION

After a Placer County school district provides PCOE with a recommendation, PCOE will email you for proof of TB clearance and official transcripts showing an earned bachelor's degree. *Note: If you already have a permit or credential, you will not need to provide transcripts. Instead, provide your CTC document number.*

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FINGERPRINT

After receiving all required information, PCOE will offer you the next available fingerprint appointment. Once fingerprints clear with the Department of Justice, a recommendation for the 30-Day Substitute Teaching Permit will be submitted to CTC.

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RECEIVE PERMIT AND SUBSTITUTE TEACH

If you have a permit or credential already, or after your 30-Day Substitute Teaching permit has been issued, you will be entered into the PCOE Consortium. You will receive an email once you have been entered and are cleared to substitute teach. Once you're active in the PCOE Consortium, you may apply at additional school districts in Placer County. Share that you're a member on all applications.

**THANK YOU FOR YOUR INTEREST IN
SUBSTITUTE TEACHING IN PLACER COUNTY!**



Phone Number:
(530) 889-8020



Website:
www.placercoe.org

PCOE
GOLD IN EDUCATION