

**Lucia Mar Unified School District  
Human Resources**

**SUBSTITUTE TEACHERS & STUDENT TEACHERS**  
*Certificate of Clearance/Emergency 30-Day Substitute Teaching Permit*

Certificate of Clearance	Emergency 30-Day Substitute Teaching Permit
<p>A Certificate of Clearance is a document issued by the Commission to an individual who has completed the Commission’s fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law.</p> <p>This certification is not a teaching credential nor a substitute teaching permit.</p>	<p>An Emergency 30-day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.</p>

***New student teachers and/or substitute teachers must hold both a valid Certificate of Clearance and Emergency 30-Day Substitute Teaching permit in order to be employed as a certificated substitute teacher with the district.***

**Student Teacher/Substitute Teacher Hiring Timeline**

Step	Description	Timeline
Step 0:	Student teacher candidates are coordinated between the university advisor and Human Resources. University advisors/students should not be contacting the schools/teachers for placements directly. All placements are approved by Human Resources, the site administrator, and university advisor.	<i>Dependent on when Human Resources receives names of upcoming candidates, the program information/details, and site administrator approval. Approved student teacher placements are sent directly to the site administrator as early as possible prior to candidate start dates.</i>
Step 1:	Candidate submits an application to become a Substitute Teacher on Edjoin ( <a href="http://www.edjoin.org">www.edjoin.org</a> ).	<i>Posting is available throughout the school year up until May. No additional substitutes are hired until the new school year (July 1).</i>
Step 2:	Human Resources makes contact with the candidate to obtain pre-employment paperwork, inquire about the status of their Certificate of Clearance and/or Substitute Teaching Permit, and confirm appointment for fingerprinting.	<i>Dependent on when the candidate submits an application on Edjoin. Fingerprinting appointments for student teachers are typically accommodated for their schedule.</i>

Step 3:	If the candidate has not completed his/her Certificate of Clearance or Substitute Permit; Human Resources can make in-house recommendations for both items. The candidate must provide a copy of his/her CBEST results and <u>official transcripts</u> . CTC does not accept unofficial transcripts.	<i>Dependent on when the candidate submits his/her official transcripts and CBEST results for Human Resources to include with the initial recommendation.</i>
Step 4:	Once all documents are submitted for the Certificate of Clearance and/or Substitute Permit, Human Resources can generate the online recommendation. Candidates must follow the online steps indicated in the email from CTC.	<i>The Certificate of Clearance can take anywhere between 5 to 30 business days; dependent on whether or not the candidate has any convictions on his/her record.  The Substitute Teaching Permit can take anywhere between 5 to 10 business days once the Certificate of Clearance is processed.</i>
Step 5:	Human Resources will process pre-employment paperwork for the candidate and issue a SubFinder account/pin number to the student teacher/substitute teacher. The account will be switched to "active" when all clearance requirements are met.	<i>The account becomes "active" once all pre-employment paperwork and CTC clearances are met. This process can take anywhere between 5 to 30 business days dependent on the individual's background history and/or completion of hiring paperwork.</i>

### Costs Associated with Becoming a Student Teacher/Substitute Teacher

#### For Candidates Who Do Not Have a Certificate of Clearance:

Cost	Description of Cost
\$80.00	Dual Fingerprint Transmission Fee for Certificate of Clearance & Employment
\$37.50	Commission on Teacher Credentialing Fee for Certificate of Clearance Application
\$10.00	LMUSD Human Resources Processing Fee for Recommendation of Substitute Teaching Permit
\$72.50	Commission on Teacher Credentialing Fee for Substitute Teaching Permit
<b>\$200.00</b>	<b>Total Cost to Candidate</b>

#### For Candidates Who Have a Certificate of Clearance and Only Need a Substitute Teaching Permit:

Cost	Description of Cost
\$45.00	Fingerprint Transmission Fee for Employment
\$10.00	LMUSD Human Resources Processing Fee for Recommendation of Substitute Teaching Permit
\$72.50	Commission on Teacher Credentialing Fee for Substitute Teaching Permit
<b>\$127.50</b>	<b>Total Cost to Candidate</b>

**\*\*Rates go into effect on October 1, 2014.**