

**REQUIRED PAPERWORK FOR SUBSTITUTE TEACHER APPLICANTS**  
**(prior to setting up for orientation)**

***Emergency 30 Day substitute (BA & CBEST)***

Application  
Resume  
Placement File or 2 letters of recommendation (Not from relatives)  
CBEST Results  
Transcripts showing BA or BS from a qualified accredited college or university  
Physical  
TB Results (Must not be more than 60 days old and must be on Dr.'s letterhead with signature and license #)  
DOJ fingerprint Clearance from KCSOS  
Receipt for application of 30 day Emergency Permit

***Emergency Credential for Prospective Teachers (CBEST & Completion of 90 semester or 135 quarter units and currently enrolled in a 4 year school)***

Application  
Resume  
2 Letters of Recommendation (Not from relatives)  
CBEST Results  
Transcripts that show work completed and work in progress (90 semester or 135 quarter units). Must be enrolled in a qualified 4-year college or university in California.  
Physical  
TB Results (Must not be more than 60 days old and must be on Dr.'s letterhead with signature and license #)  
DOJ fingerprint Clearance from KCSOS  
Receipt for application of Emergency Credential for Prospective Teachers

***CBEST Waiver (BA & Passage of BCSD Mini-CBEST)***

Application  
Resume  
2 Letters of Recommendation (Not from relatives)  
Official transcripts showing BA degree from a qualified 4-year accredited institution  
Physical  
TB Results (Must not be more than 60 days old and must be on Dr.'s letterhead with signature and license #)  
DOJ fingerprint Clearance from KCSOS  
Livescan form (from county) for Credential Fingerprints  
Blue character clearance application  
\$55.00 Cashiers check or Money Order made out to CCTC for waiver

**\*\*Physical and TB forms may be picked up at KCSOS office\*\***

**Applicant must make an appointment with KCSOS for fingerprints. (661) 636-4672**

***The following fees will apply:***

**Dept. of Justice Clearance - \$42.00**  
**Credential Application Fee - \$55.00**

**Certificate of Clearance for Credential - \$66.00**  
**TB & Physical Fees – varies**