

Emergency Substitute Teaching Permit

Please read through this email in its entirety as it contains important information.

Thank you for scheduling an appointment with the Orange County Department of Education (OCDE) Credentials/Live Scan Unit.

Due to the COVID-19 environment, the OCDE Credentials/Live Scan Unit has implemented guidelines to maintain the health and safety of the public and its employees. Please review the following before your appointment:

- Please have the below mentioned form completed before your arrival.
- We ask that you arrive on time for your scheduled appointment. Please let us know if you are running late as we may have to reschedule the appointment for another day.

The Credentials Unit has moved. We are located at [3001 Redhill Avenue, Building 4, Suite 109, Costa Mesa, CA 92626](#). When searching for driving directions to our location, please search for our address not Orange County Department of Education since we are now in a new location.

A few necessary forms will need to be filled out prior to your arrival. Additional paperwork may be needed once a technician has determined your credentialing situation.

Online Recommendation for Emergency 30-Day Substitute Teaching Permit:

- Recommendation form – If you are applying for a **first time** Emergency 30-Day Substitute Teaching Permit (please complete the fillable form, then print two copies).
- Proof of Bachelor Degree (BA/BS) by means of official college transcripts. This is the official paper transcript mailed directly to your home address. An open transcript is still considered official for our need. Currently diploma, electronic transcripts, or unofficial transcripts are not acceptable.
- Proof that you have met the Basic Skills Requirement. The following can be used to satisfy this requirement: official score report of CBEST, ACT, SAT, or all four of the CSET: Multiple Subjects exams, or coursework in Reading, Writing, and Math (CL-130 form)

We look forward in seeing you. Please call (714) 966-4306 if you have any questions.

Thank you.

Credentials/Live Scan Unit