

**ORANGE COUNTY DEPARTMENT OF EDUCATION
EMERGENCY 30-DAY SUBSTITUTE TEACHING PERMIT
CTC - Online Recommendation
Revised: 09/26/2025**



**SECTION 1 - PERSONAL INFORMATION
(Please print legibly)**

LAST NAME		E-MAIL ADDRESS	
FIRST NAME		TELEPHONE NUMBER	
MIDDLE NAME		BASIC SKILLS	<input type="checkbox"/> BA <input type="checkbox"/> MA <input type="checkbox"/> CBEST <input type="checkbox"/> Other
SOCIAL SECURITY NUMBER		<i>Shaded area is for county use only.</i>	
DATE OF BIRTH		CTC ISSUANCE DATE	

SECTION 2 - ACKNOWLEDGEMENT OF FILING AN ON-LINE RECOMMENDATION APPLICATION

If you do not already have a CTC profile, at your request our office will create a courtesy profile for you. Please be aware that we are not responsible for any errors on this profile. If corrections are needed, you must submit form 41-NC directly to the CTC. **Initial here:** _____

EMPLOYMENT: You are not eligible to seek employment until you have completed the application process through the Commission on Teacher Credentialing (CTC) website. The Orange County Department of Education (OCDE) cannot be held responsible for your untimely completion of the application process.

RECOMMENDATION: An OCDE Credential Technician will recommend you to the CTC for your **Emergency 30-Day Substitute Teaching Permit**. Upon completion of recommendation, you will receive an e-mail from CTC. Please click on the **Recommends'** link provided within the CTC email to begin the application process. **DO NOT** click on Web Applications' link. You have 90 days from the date of the CTC email to complete the online application process.

Should you need to answer **yes** to any of the character fitness questions, please contact the CTC Division of Licensure Enforcement (formerly Division of Professional Practices) at: <https://educatorforools.ctc.ca.gov/ContactUs>

For all other questions or concerns, please call the OCDE Credentials and Fingerprinting office at (714) 966-4306.

**SECTION 3
(For county use only)**

RECEIVED DATE	REGISTRATION DATE

Application Recommended by: _____ Date: _____