

## SUB/DUAL 5 or 6 forms

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. Your appointment date is:

- Please have a Request for Live Scan form, and all other necessary forms, completed before your arrival.
- You must have a valid form of government identification to be fingerprinted. It can be a CA driver license, CA identification card, or passport. No student ID card will be accepted.
- We currently are taking credit card or cash as form of payment for Live Scan services.
- 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.
- When you arrive, Press the "Credentials" button on the intercom and we will let you in.
- Please look at our website for more information <https://ocde.us/Credentials/Pages/default.aspx>

The Credentials/Live Scan Unit is located at 3001 Redhill Avenue, Building 4, Suite 109  
Costa Mesa CA 92626

### **Emergency 30-day Substitute Teaching Permit – DUAL-Clearing House Consortium and CTC Forms:**

- Fingerprint form - OCDE Clearing House Consortium for day-to-day substitute teaching (please complete the fillable form, then print one copy). [OCDE CH Only Fingerprinting Form](#)
- Fingerprinting for the Commission on Teacher Credentials only (complete fillable form first, then print one copy) [CTC Fingerprinting Form](#)
- Recommendation form – If you are applying for a **first time** Emergency 30-Day Substitute Teaching Permit (please complete the fillable form, then print one copy). [OCDE Recommendation Form](#)
- Clearing House Consortium form - Proof you are cleared by OCDE to be a day to day substitute teacher in any Orange County public school district (please complete the fillable form, then print one copy). [OCDE CH Clearance Form](#)
- Fingerprint Clearance Notice (please complete the fillable form, then print one copy). [FP Clearance Notice](#)
- Proof of Bachelor Degree (BA/BS) by means of official college transcripts. This can include:
  - Paper transcript mailed directly to your home address. An open transcript is still considered official for our needs.
  - Electronic Transcript emailed **directly from the college or university** to OCDE Credentials Unit at [Etranscripts@ocde.us](mailto:Etranscripts@ocde.us)
  - Currently a diploma is 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](#))  
See [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)) for more information about Basic Skills.

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

Credentials/Live Scan Unit