

SUB/DUAL 5 or 6 forms

Please read through this important information.

- 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**).
- Fingerprinting for the Commission on Teacher Credentials only (complete fillable form first, then **print one copy**)
- 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**).
- 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**).
- Fingerprint Clearance Notice (please complete the fillable form, then **print one copy**).
- Proof of bachelor's degree (BA/BS) by means of official college transcripts. This can include:
 - **Mailed/Paper:** Official Paper transcripts that were mailed to your home in a sealed envelope (An open transcript is still considered official for our needs.)
 - **Electronic:** Electronic Transcripts emailed **directly from the college or university** to OCDE Credentials Unit at Etranscripts@ocde.us
 - Transcripts emailed directly to the applicant **will not** be accepted
 - If you are planning to have your transcripts sent electronically, please have them **sent 3-5 days before your appointment**.
 - Currently a diploma is not acceptable
- Proof that you have met the Basic Skills Requirement. The following can be used to satisfy this requirement: Bachelor's (or higher) degree from a regionally accredited college or university, 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) or 41-bsr letter from your teacher preparation program.
 - [Click here for more information about the Basic Skills Requirement](#)

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

Credentials/Live Scan Unit