

Sub/CH only has a COC 4 or 5 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 driver's license, CA identification card, or passport. A student ID card will be NOT 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.
- 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

There are some necessary forms to be filled out prior to your arrival. Once you make an appointment, they will be sent to you. Additional paperwork may be needed once a technician has determined your credentialing situation.

Online Recommendation for Emergency 30-Day Substitute Teaching Permit – Clearing House

Consortium Forms:

- Fingerprint form- OCDE Clearing House Consortium for day to day substitute teaching (please complete the fillable form and **print a copy**) [OCDE CH Only Fingerprinting 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 and **print a copy**) [OCDE CH Clearance Form](#)
- Fingerprint Clearance Notice (please complete the fillable form and print one copy) [FP Clearance Notice](#)
- Recommendation form – If you are applying for a **first time** Emergency 30-Day Substitute Teaching Permit (please complete the fillable form and **print a copy**).
[OCDE Recommendation Form](#)
 - **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, 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