

SUBT Perspective Teachers/DUAL

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. A student ID card will 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.
- 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**

Paper Application for Emergency Substitute Teaching Permit for Perspective Teachers – 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](#)
- 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 Form](#)
- [41-4 Web Form](#)
- Proof of 90+ semester units by means of official college transcripts.
 - **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**)
- Proof of current enrollment at an accredited four-year college or university. This can be a letter from the college or university's Registrar or noted on the official transcript.
- 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](#)) or the 41-bsr letter provided by your teacher preparation program.
 - [Click here for more information about the Basic Skills Requirement](#)
- **\$100 money order** made out to the Commission on Teacher Credentialing or CTC

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

Thank you.

Credentials/Live Scan Unit