

OFFICE OF CHRISTINE LIZARDI FRAZIER
KERN COUNTY SUPERINTENDENT OF SCHOOLS
... *ADVOCATES FOR CHILDREN*

HOW TO BECOME A COUNTY-WIDE SUBSTITUTE TEACHER

There are 2 types of substitute permits:

Emergency 30-Day Substitute – Bachelor's and CBEST; renewed yearly.

Proof of the Bachelor's is by original diploma or official transcripts

Substitute f/Prospective – Work in progress @ 4 year CA college/university to incl.
90 semester or 135 quarter units with a grade of C or higher, and CBEST

Note: Working days are limited to 90 in academic year. This permit is renewable once upon completion of 15 add'l (semester) units and cont'd work in progress toward Bachelor's.

Hold CA credential and county-wide employment prints – schedule an appt. @ 636-4672*

Fees: \$63 (first time applicants) or \$44 (credentialed teachers or applicants holding credentialing prints only (previously printed for student teaching or observation class))

Payable to KCSOS by cash, money order or cashier's check

TB certificate and medical/physical clearance

Information Necessary for Substitute Teaching

Application and Temporary County Certificate

*ALL forms are available at the
KCSOS Credentials' Office*

\$55 cashier's check or money order payable to CTC (Substitute f/Prospective)

HOW TO BECOME A COUNTY-WIDE ADMINISTRATIVE SUBSTITUTE

Hold a current CA Administrative Services credential

Hold County-wide employment prints – schedule an appt. @ 636-4672*

Information Necessary for Administrative Substitute Assignment

If a retired teacher &/or administrator, a STRS physical.

*ALL forms are available at the
KCSOS Credentials' Office*

ALL forms are available at the KCSOS Credentials' Office – 1300 17th Street – City Centre, Bakersfield, CA 93301. Contact person: Carrie Melton @ 636-4751 or camelton@kern.org.

It is recommended that you *schedule a fingerprint appointment first*, and pick-up a substitute packet the day of your appt. about 15 mins in advance. You are eligible to apply once fingerprint clearance has been received. It will be mailed to you. Once received, you may return with ALL materials required and submit your application with supporting documents & fee.