



How to Become a Substitute Teacher in the Elk Grove Unified School District

I. Retired EGUSD Teacher

If you are a retired EGUSD teacher, it is only necessary to apply for Substitute Teacher on EDJOIN. Attachments are not required. If additional documents are needed, we will request them after we review your application.

II. Valid Credential or Emergency 30-Day Teaching Permit Holders

Apply for the Substitute Teacher posting on EDJOIN, attach your current valid Credential or Emergency 30 Day Teaching Permit and Resume. [EGUSD Posting](#)

III. Expired Credential or Emergency 30-Day Teaching Permit applicants.

Please renew it directly with CTC via their website - www.ctc.ca.gov

Once CTC has re-issued your Emergency Permit you can apply to the Substitute Teacher posting on EDJOIN, attach your current Emergency 30 Day Teaching Permit and Resume. [EGUSD Posting](#)

IV. If you do NOT have a Credential nor Emergency Permit

If you do NOT have a Credential nor Emergency 30 Day Permit and have never applied for one, below are some resources to obtain a valid Emergency permit.

How to Obtain an Emergency 30-Day Substitute Teaching Permit (CL-505p)

The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.

This permit is valid for one year and is renewable. In order to employ individuals on an Emergency 30-Day Substitute Teaching Permit, the employing agency must keep a completed Statement of Need form (CL-505a) on file at their office for the duration of the school year.

Requirements for Initial Issuance

Applications submitted must include all of the following:

1. Official transcripts showing the conferral of a baccalaureate or higher degree from a regionally accredited college or university. This satisfies both the degree requirement and the Basic Skills Requirement beginning 6/29/2024.
2. Submit an application through CTC Online, and if not previously submitted to the Commission, complete the fingerprinting process.
3. Application processing fee.

How to Apply for your Emergency 30-Day Substitute Teaching Permit

Individuals may submit their application packet through their employer or directly to the Commission through CTC Online. Visit Direct Application Submission for instructions on submitting your application online. A checklist of required documentation can be accessed on the Emergency 30-Day Substitute Teaching Permit Checklist webpage. Please note that the checklist itself is not required to submit.

For additional information please visit our EGUSD website. For questions, please contact the Sub Services team – subservices@egusd.net.