

COUNTY-WIDE SUBSTITUTE TEACHER ELIGIBILITY LIST
CONTINUED INTEREST PROCESS (CIP)

Placement on the County-Wide Substitute Teacher Eligibility List

Placement on the Kern County Superintendent of Schools (KCSOS) County-Wide Substitute Teacher Eligibility List occurs each Friday, excluding holidays and the month of July. The list provides districts and KCSOS programs with the eligibility status of each substitute. It does **not** indicate or guarantee that you will be contacted to substitute teach. Each substitute is responsible for following the requirements below for placement and eligibility with each district or KCSOS program(s).

Requirements to be placed on a specific district(s) substitute list:

1. Contact the school district(s) of your choice.
2. Complete the application/interview process for each district.
3. Provide school district(s) with copies of the following:
 - a) Temporary County Certificate (TCC) or a detailed copy of your permit/credential;
 - b) County-Wide Substitute Fingerprint Clearance notice provided by KCSOS (white ½ sheet);
 - c) Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, Negative TB skin test or chest x-ray verification;
 - d) Completed medical examination (*applicable to first-time and retired teachers*);
 - e) Information Necessary for Substitute Teaching form;
 - f) Certificate of Completion of CANRA annual training dated after July 1st of each school year;
 - g) Additional documentation required by a district or KCSOS program(s).

Document Renewals / Document Delays

Renewals

Permit and credential renewals are the responsibility of each substitute. If your permit/credential will not be granted **before** it expires, it is your responsibility to provide proof of renewal payment, and visit the KCSOS Credentials Office to be issued a TCC.

Failure to renew will jeopardize release of your pay warrant or direct deposit. You cannot be paid for days worked without proper certification per Education Code Section 45034:

Education Code Section 45034 - No order for a warrant, and no warrant drawn pursuant to Section 42647, shall be drawn in favor of any person employed in a position requiring certification qualifications, unless such person is at the time the holder of a proper certification document in full force for the full time for which the requisition or warrant, as the case may be, is drawn, and on file or registered as required by law at the time and unless he is employed by the governing board of the unified school district, or district with over 10,000 average daily attendance or by the county superintendent of schools as provided in this code.

Delays

Delays may occur for various reasons. One of the most common reasons is answering “yes” to any Professional Fitness question(s) on your application. When this occurs, the application is forwarded to the Division of Professional Practices (DPP) for further review within the Commission on Teacher Credentialing (CTC).

An application reflecting “Pending Additional Evaluation” longer than 90 days requires you to contact the DPP for a status update at dppinfo@ctc.ca.gov. Include your full name and date of birth in the email. Visit the Credentials Office with the DPP’s response.

To view your application status visit www.ctc.ca.gov and follow these steps:

- 1) Select Online Services for Educators;
- 2) Select Educator Page;
- 3) Input your SS# and DOB;
- 4) Click Next;
- 5) Click on Application tab.

