

## **KCSOS County-Wide Substitute Teacher Eligibility List Requirements**

**Instructions:** Read each section, *initial* the box on the left, and sign page two, acknowledging that you understand the requirements listed *to qualify* as a County-Wide Substitute Teacher in Kern County.

### ☐ **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 the detailed copy of your permit/credential;
  - b) County-Wide Substitute Fingerprint Clearance provided by KCSOS (white ½ sheet);
  - c) Certificate of Completion of 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) Certificate of Completion – Mandated Child Abuse Reporting for Educators training dated after July 1<sup>st</sup> of each school year;
  - f) Certificate of Completion – Sexual Harassment Prevention for Non-Supervisory Personnel training dated on after July 1<sup>st</sup> of each school year;
  - g) Information Necessary for Substitute Teaching form;
  - h) Additional documentation required by a district or KCSOS program(s).

### ☐ **Document Delays / Document Renewals**

To view your application status, visit the Commission on Teacher Credentialing (CTC) at [www.ctc.ca.gov](http://www.ctc.ca.gov), and follow these steps:  
1) Select Educator Log-in; 2) Input your User ID and Password, and Click OK; 3) Click Next; 4) Click on Application tab.

#### **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 CTC’s Division of Professional Practices (DPP) for further review.

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](mailto:dppinfo@ctc.ca.gov). Include your full name and date of birth in the email. Visit the Credentials Office with the DPP’s written response.

#### **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.

If your permit/credential expires and then renew your document, you need to contact the KCSOS Credentials Office to request reinstatement on the County-Wide Substitute

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.

### ☐ **Personal Information Updates**

Each substitute is responsible for updating his or her personal information with the KCSOS Credentials Office. This includes mailing address, email address, phone number, or name changes.

☐ **KCSOS County-Wide Substitute Fingerprint Clearance**

Fingerprint clearance held by KCSOS will be rescinded if **any** of the following occur:

- a) You are inactive on the substitute teacher eligibility list for more than eighteen (18) months, and have not contacted the KCSOS Credentials Office to keep your fingerprints on file, or you are actively working as a full time employee with a Kern County school district.
- b) The KCSOS Credentials Office receives notification from a government or school agency that would warrant such action due to misconduct.

☐ **Removal from the County-Wide Substitute Teacher Eligibility List**

Your name will be **removed** from the County-Wide Substitute Eligibility List if **any** of the following occur:

- a) KCSOS is notified by the CTC to remove, suspend, or revoke all documents;
- b) Misconduct reported by school districts(s);
- c) Written notification from substitute requesting to be removed;
- d) Failure to meet Requirements to Remain on the KCSOS County-Wide Substitute Teacher Eligibility List.

☐ **Mandated Child Abuse Reporting for Educators Training**

Each substitute teacher, as a mandated reporter, is required to complete the Mandated Child Abuse Reporting for Educators training annually, and provide a Certificate of Completion to be placed or remain on the County-Wide Substitute Eligibility List each school year. Proof of completion **must be dated on or after** July 1<sup>st</sup> for each school year.

☐ **Sexual Harassment Prevention for Non-Supervisory Personnel Training**

Each substitute teacher is required to complete non-supervisory sexual harassment training annually, and provide a Certificate of Completion to be placed or remain on the County-Wide Substitute Eligibility List each school year. Proof of completion **must be dated on or after** July 1<sup>st</sup> for each school year.

☐ **County-Wide Substitute Continued Interest Process (CIP)**

Each substitute is responsible for completing the online CIP to remain on the County-Wide Substitute Eligibility List for the following school year. The CIP will be emailed to you in July of each new school year. Responding to the CIP is required, whether you work for one (1) or multiple districts.

☐ **Requirements to Remain on the KCSOS County-Wide Substitute Teacher Eligibility List**

To remain on the County-Wide Substitute Teacher Eligibility List, each substitute must ensure that the following are **valid, up to date, and/or on file** with the KCSOS Credentials Office:

- a) Substitute Permit, Teaching/Services Credential, or Temporary County Certificate (TCC);
- b) Certificate of Completion of an Adult Tuberculosis Risk Assessment Questionnaire, Negative TB skin test, or chest x-ray;
- c) County-Wide Substitute Fingerprint Clearance;
- d) Personal information;
- e) Certificate of Completion Mandated Child Abuse Reporting for Educators training dated on or after July 1<sup>st</sup> of each school year
- f) Certificate of Completion for Sexual Harassment Prevention for Non-Supervisory Personnel training dated on or after July 1<sup>st</sup> of each school year
- g) Completion of the CIP (emailed on/around July 1<sup>st</sup> each new school year)

*I acknowledge that I have **read and understand** the KCSOS County-Wide Substitute Teacher Eligibility List Requirements, as set forth herein above.*

Print: \_\_\_\_\_  
Last First Middle

Social Security No: XXX-XX-\_\_\_\_\_  
(last 4 only)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

A copy of these requirements will be placed in your County-Wide Substitute file.

If you have any questions, please contact the KCSOS Credentials Office at [credentials@kern.org](mailto:credentials@kern.org).