



## Tuolumne County Substitute Consortium Checklist

This form will help you figure your next steps in the Tuolumne County Substitute Consortium application process.

### Step 1: Apply on EdJoin

- Apply on EdJoin for the **Certificated Substitute Teacher Consortium** at <https://www.edjoin.org/tcsos>

### Step 2: TB Assessment

- Schedule TB Assessment with a TCSOS Nurse at <https://www.tcsos.us/services/health/tb/>.

### Step 3: Fingerprints

Do you have a 30-Day Sub Permit/Multiple Subject/Single Subject/Pupil Services/Admin Credential?

- Yes-Schedule your fingerprints at <https://www.tcsos.us/services/hr/fingerprinting/> for TCSOS only. Cost \$72

#### **PROCEED TO STEP 6**

- No- Schedule your fingerprints at <https://www.tcsos.us/services/hr/fingerprinting/> for TCSOS and CTC. Cost \$121

#### **PROCEED TO STEP 3**

### Step 4: Gather the materials to verify you meet the requirements.

Please check each of the items you are submitting (one form each section):

- OFFICIAL TRANSCRIPTS showing a Bachelor's degree or higher**

There are two options to submit official Transcripts (these will not be returned). Check one box below:

- Electronic transcripts sent from your college or university directly to Andi Thomas, HR Analyst II, [athomas@tcsos.us](mailto:athomas@tcsos.us)

- Submit official transcripts in a sealed envelope to TCSOS via mail or hand delivered (not a printed PDF).

- Basic Skills Requirement**

The Basic Skills requirement is met with your bachelor's degree or higher. Please refer to the Basic Skills If you would like to know more about Basic Skills, please click on the link [CTC leaflet](#).

### Step 5: Set Up Your CTC Educator Account

- Before any application can be submitted, you must have an Educator Account with CTC.**

If you need help on setting up your CTC Educator Account, follow this link <https://youtu.be/st6cRviovKo>.

### Step 6: Apply for the 30 Day Substitute Permit

**Two options** to submit your 30-Day Substitute Permit application:

- Through the County:** Tuolumne County will submit your application, which takes 5-10 days to process. You'll be contacted by Andi Thomas with further instructions.
- Self-Submit:** Apply directly online through the CTC website, [www.ctc.ca.gov](http://www.ctc.ca.gov).\*\*\*\*  
\*\*\***Be prepared for up to a 50-business-day processing time.**

### Step 7: Required Paperwork

- Complete the required paperwork sent to your email via DocuSign.

### Step 8: Complete the Mandated Training

- Instructions will be sent to you once you have completed the required paperwork.

### Step 9: Add to County-Wide Substitute List