



## Tuolumne County Substitute Consortium Checklist

### Step 1: Apply on EdJoin

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

### Step 2: Video Interview

Credentialed teachers who have been in the teaching workforce within the last 5 years are exempt from this step.

### Step 3: TB Assessment

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

### Step 4: Fingerprints **Schedule at:** <https://www.tcsos.us/services/hr/fingerprinting/>

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

**Yes** - Schedule your fingerprints for TCSOS only. Cost \$72. **PROCEED TO STEP 8**

**No** - Schedule your fingerprints for TCSOS and CTC. Cost \$121. **PROCEED TO STEP 5**

### Step 5: Gather the materials to verify you meet the requirements.

OFFICIAL TRANSCRIPTS showing a Bachelor's degree or higher are required.

**IMPORTANT:** Transcripts must be OFFICIAL—no screenshots, printed PDFs, or opened envelopes will be accepted.

### Two ways to submit:

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

2) Official paper transcripts in a SEALED envelope (unopened) delivered by mail or in person to TCSOS. If transcripts do not meet these requirements, your application will be delayed.

### Step 6: Set Up Your CTC Educator Account

You must have an Educator Account with CTC before application submission.

Watch this video for step-by-step help: <https://youtu.be/st6cRviovKo>

### Step 7: Apply for the 30 Day Substitute Permit

Option 1: The County Office Helps with submission (5-10 days).

Option 2: Self-submit via [www.ctc.ca.gov](http://www.ctc.ca.gov) (up to 50 business days).

### Step 8: Employment History Verification (AB2534)

Per AB2534, after fingerprints clear, you will be sent a link to list every district where you have ever held a certificated position.

TCSOS will send a verification request to each district to check for any egregious misconduct.

### Step 9: Required Paperwork

Complete the required paperwork sent to your email via SignNow.

### Step 10: Complete the Mandated Training

Instructions will be sent after required paperwork is complete.