



**TUOLUMNE COUNTY**  
SUPERINTENDENT OF SCHOOLS

## **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.