



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):

- 30 Day Sub Permit Checklist (THIS FORM)**
- 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
- Submit official transcripts in a sealed envelope from your school to TCSOS via mail or hand delivered (not a printed PDF).

- Basic Skills Requirement**

The Basic Skills requirement has been waived until July 1, 2024 for 30 Day Substitute Permits only. If you would like to know if you meet 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

Andi Thomas will contact you to fill out an application for the permit. Andi will submit the application to CTC and you will need to log into your CTC Educator Account to pay for it. It takes 7-10 days for CTC to approve applications after payment has been processed.

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