How to update your credential/30-day permit with Sub Services

FREQUENTLY ASKED QUESTIONS

Credential renewal process for Teachers & Substitutes

We are NOT accepting unofficial documents/certificates.

Your 30-Day Teaching Permit is good for one year and must be renewed every year. We are not accepting unofficial certificates.

1. https://www.ctc.ca.gov/
2. Once you are on the CTC website
3. Select Search for an Educator
4. Click on secured search
5. Type in your Social and DOB
6. You will then see the Document page
7. Click on the document number of the renewal
8. Document information page (please print, right click and print)

Current Employee/Substitute - Email your renewed Credential/30- day permit you printed from the CTC’s website to subservices@egusd.net please be sure to include your EIN if you are a current employee.

New Hire - If you are currently being hired as a substitute teacher, no need to include an EIN (since you have not been issued one), email it to eduran@egusd.net.

Please note:

- You will be blocked from working if we do not receive your renewal. Please allow up to 5 days for SFE updates.

- It is your responsibility to track, renew and submit your renewals to Human Resources prior to expiration subservices@egusd.net.