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.