



How to Become a Substitute Teacher with the Huntington Beach City School District

Candidates may apply for our Substitute Teaching position through edjoin.org.

The following documents need to be submitted with the online application:

- a) Valid California Teaching Credential OR an Emergency 30-Day Substitute Teaching Permit
- b) OCDE/Live Scan Clearinghouse receipt (yellow paper) – if you have misplaced your copy, please contact OCDE to obtain a duplicate. If you have ever worked for a public school in Orange County, you have already done this. If not, please contact OCDE to schedule an appointment to complete the Live Scan [Request for Live Scan \(41-LS\)](#)
- c) Unofficial transcripts with Bachelor’s Degree Confer Date
- d) Basic Skills Test Verification [Basic Skills Requirement \(CL-667\)](#)
 - CBEST
 - CSET: Multiple Subjects Plus Writing Skills Examination
 - CSU Early Assessment Program or the CSU Placement Examinations
 - SAT or ACT – achieve qualifying score
 - College Board Advanced Placement (AP) Examination
 - Basic Skills Examination from Another State
- e) Resume
- f) Two (2) Letters of Recommendation (within 2 years & signed)
- g) Letter of Introduction

For additional questions please contact Samantha Burbidge, HR Clerk at (714) 378-2024 or email: sburbidge@hbcasd.us

If you do not possess a valid California Teaching Credential or Emergency 30-Day Permit you can apply for one at the Orange County Department of Education and will need the following:

- Official sealed transcripts (unofficial transcripts will not be accepted) verifying your bachelor's degree
- Passing results of one of the basic skills test ([Basic Skills Requirement CL-667](#))
- Completed Application [Application for Credential \(41-4\)](#)
- DOJ/FBI fingerprint clearance for the California Commission on Teacher Credentialing (CTC) – this is known as a “Certificate of Clearance” [Request for Live Scan \(41-LS\)](#)
- Fingerprint clearance from the Orange County Department of Education, Clearing House Consortium

A photo ID is required when obtaining your fingerprint clearance. A Certificate of Clearance (fingerprint clearance) granted by the California Commission on Teacher Credentialing is separate from the fingerprint clearance required from the Orange County Department of Education, Clearing House Consortium. All applicants are required to obtain fingerprint clearance from the Orange County Department of Education, Clearing House Consortium.

The **Orange County Department of Education** (OCDE) is located at:

200 Kalmus Drive, Building A, Costa Mesa, CA 92626

Appointments for fingerprint services are available Monday-Friday 9am to 4pm. Appointments are scheduled every 10 minutes. **NO WALK-IN SERVICE IS AVAILABLE.** You can book an appointment by calling (714) 966-4306.

The Emergency 30-Day Substitute Teaching Permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive, or in classes organized primarily for adults. The holder may serve as a substitute for no more than 30 days for any one teacher during the school year, except in a special education classroom, where the holder may serve for no more than 20 days for any one teacher during the school year.