

Credentials

It is the responsibility of each Substitute Teacher to ensure a current copy your credential is on file in the Human Resources department. Credentials may be renewed up to one year in advance of their expiration date. In order to access and accept jobs in the system, your credential **must** be up-to-date.

Any substitute with an expired credential will be ineligible for service and terminated from the system immediately. Below are some helpful links and information pertaining to credential information.

- [Information on 30-Day Substitute Teaching Permit](#)
- [CTC website with Information on Renewing your Credential/Permit](#)
- [CTC Main Website](#)
- [CTC Credential Contact Information](#)