UCI Multiple Subject Program Substitute Teaching Policy

Student teaching assignments are defined as: *partial and full teaching responsibilities under the supervision of a qualified teacher whom we call a Mentor Teacher or, upon the occasional absence of the Mentor Teacher, due to illness, emergency or other reason, the supervision of a substitute teacher approved and employed by the school district.*

During the fieldwork and student teaching assignment(s), candidates **who hold a permit** that would allow them to substitute teach in a local district may do so only under certain circumstances as defined by the Multiple Subject Program Policy.

- MS Candidates may substitute teach during **fall quarter** as long as it does not conflict with UCI coursework, fieldwork or other program requirements.
- In winter and spring quarters candidates may substitute teach **only** for their Mentor Teacher.
- Requests that candidates substitute must come from Mentor Teacher and/or a school site administrator.
- Candidates may only serve as a substitute if they are in good standing in all course work and in their student teaching assignment.

*Note:* Substitute teaching will not count as hours toward pre-student teaching fieldwork that occurs prior to the beginning of the student teaching assignments.


The site administrator can inform you of specific district or school site policies. Not all districts allow student teachers to substitute and not all districts have open substitute lists. **Contact individual school districts regarding application procedures.**
Obtaining your Emergency 30-Day Substitute Teaching Permit

In order to substitute teach at your school site, you will need to obtain a Substitute Teaching Permit. The easiest and fastest way to do this is to make an appointment with the Orange County Department of Education.*

**Phone:** 714-966-4306

**Address:** Orange County Department of Education 200 Kalmus Drive Costa Mesa, CA 92626

**What to Bring:**
- Transcripts verifying completion of undergraduate degree
- Proof that you have passed the CBEST
- $54.00 cash or check (no credit cards) for fingerprinting

*Before applying for this credential, contact the school district office to inquire about policies related to student teachers substituting for their mentor teachers.