

NEW PROCEDURES FOR CERTIFICATE (FINGERPRINT) CLEARANCE EFFECTIVE 1-1-07 APPLICATIONS MUST BE COMPLETED ONLINE

4. Certificate of Clearance

Applicants must submit fingerprints via “livescan” and be “cleared” before working with students. The clearance is processed through the California Commission on Teacher Credentialing (CCTC). Background checks are conducted by the California Department of Justice and the Federal Bureau of Investigations (FBI). When “cleared” a student will receive an email verifying the “Certificate of Clearance” (which may take several months to arrive). Note: Liberal Studies majors and others who have been fingerprinted but do not have a “Certificate of Clearance” from the California Commission on Teacher Credentialing must be fingerprinted again.

To apply for a Certificate of Clearance online simply follow these steps:

1. Take the three copies of the Livescan 41-4 form included in the application packet to the operator where the prints will be imaged (the University Public Safety (police) office in Turlock or a County Office of Education. (For a listing of Livescan locations go to <http://caag.state.ca.us/fingerprints/publications/contact.html>.) To print new copies go to <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
2. Go to the California Commission on Teacher Credentialing online Direct Application site at <https://teachercred.ctc.ca.gov/teachers/index.jsp>. **CLICK ON “Direct Application (non-Recommendation Only)”** - found on the left side of the page.
3. Complete the online application. Using a VISA or Mastercard debit or credit card, pay the authorized transaction fee of \$29.50.
4. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page. **PRINT OUT THIS EMAIL AND PLACE IN YOUR CREDENTIAL APPLICATION FORM AS PROOF THAT YOU HAVE COMPLETED THIS STEP IN THE PROCESS.**

The normal processing time for the fingerprint and character and identification process is one to three days. If the individual must be reviewed by the Commission’s Division of Professional Practice, the process will take longer to allow for the review process. The online file will indicate that the application is pending additional evaluation.

Certificates of Clearance issued on or after February 28, 2005 are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the Look-up and Status page at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>.

Applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later.

When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look-up and Status page at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

Additional information regarding the Certificate of Clearance may be obtained by visiting the CCTC website at <http://www.ctc.ca.gov/credentials/how-to-apply.html>.