

## Certificate of Clearance Instructions

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:

**\*Applicants with a valid Emergency Teaching Credential/Permit, Child Center Permit OR any document previously issued by the California Commission on Teaching Commission (CCTC) DO NOT need to reapply for the “clearance.”**

**\* Liberal Studies majors and others who have been fingerprinted, but do not have a “Certificate of Clearance” or a valid document from the California Commission on Teacher Credentialing, must be fingerprinted again.**

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

- 1) Complete the Live Scan 41-LS form available on the Credentials Services website at [https://www.csustan.edu/sites/default/files/u17721/2019-2020/live\\_scan\\_form\\_41-ls.pdf](https://www.csustan.edu/sites/default/files/u17721/2019-2020/live_scan_form_41-ls.pdf).
- 2) Take your form to a Live Scan station to have your fingerprints taken. Your fingerprints will be electronically forwarded to the Commission. **Keep a copy for your records.**
- 3) Go to the California Commission on Teacher Credentialing online at <http://www.ctc.ca.gov>. Make sure there are no pop-up blockers in your computer before beginning this process.
  - **CLICK ON “Apply for a New Document” logo**
  - **CLICK ON “Submit your application online”**
  - **CLICK ON “Submit your application online” Again.** You will then be asked to enter your User ID and Password and follow the instructions for a new document by selecting Certificate of Clearance. **If you are a first time user then,**
  - **CLICK ON “Create Educator Account”** Enter the requested information. Once a profile has been created **follow the instructions for a new document by selecting Certificate of Clearance.**
  - Using a VISA or MasterCard debit or credit card, pay the authorized transaction fee of **\$52.50** (**paying a higher fee indicates incorrect process**). Immediately following the successful submission of the online application, an e-mail will be sent to you containing a confirmation number and a link to the Track Payment web page. **PRINT OUT THIS EMAIL AND ATTACH IT WITH YOUR APPLICATION TO VERIFY THAT YOU HAVE COMPLETED THIS STEP!**

The normal processing time for the fingerprint, 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, typically over three months due to backlog. The online file will indicate that the application is pending additional evaluation.

Certificates of Clearance are valid for five years. Individuals may view the status of their Certificate of Clearance application on the search for an educator page at <http://www.ctc.ca.gov>.