

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. Applicants with a **valid** Emergency Teaching Credential/Permit **OR** a Child Center Permit are cleared and do **NOT** need to reapply for the “clearance.” To print new copies of the application for “clearance” go to <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

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

- Take a copy of the Livescan 41-LS 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. For a list of livescan locations, go to the following link.
<http://caag.state.ca.us/fingerprints/publications/contact.html>.
- Go to the California Commission on Teacher Credentialing online at <http://www.ctc.ca.gov>.
 - **CLICK ON “Services for Educators” tab**, found on the center of the page.
 - **CLICK ON “Apply for a New Document” tab**
 - **CLICK ON “Submit your application online”** you will then be asked to enter your Social Security number and date of birth, click “**ok**” once you enter this information. If no record is found you will be asked to enter the same information a second time, click “**ok**”.
 - Click on the “**Create Person**” tab found on the left hand side. Enter your personal information and click “**save**”. Complete the same process for your address and click “**save**” and click “**next**”.
 - Under “**Web Applications**” click on the “**create new**” tab and under Document/Authorization Pick click on the drop down arrow and select “**Certificate of Clearance**” for both category and title. Click “**next**” for the next process. You will now be asked ten questions continue clicking “**next**” after you have answered each question and complete the rest of the online application. 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 containing a confirmation number and a link to the Track Payment web page. **PRINT OUT THIS EMAIL AND PLACE IT IN YOUR CREDENTIAL APPLICATION PACKET TO VERIFY 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 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>.