

## 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 Teaching Commission (CTC) 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>**

**\* 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:

- 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>.

Make sure there are no pop-up blockers in your computer before beginning this process.

- Go to the California Commission on Teacher Credentialing online at <http://www.ctc.ca.gov>.
  - **CLICK ON “Credentialing Information” tab**, found on the center of the page.
  - **CLICK ON “Apply for a New Document” logo**
  - **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**” then click “**next**” at the bottom right hand side of the screen.
  - Under “**Web Applications**” (on the bottom left to the page) click on the “**create new**” tab and under Document/Authorization Pick click on the drop down arrow and select “**Certificate of Clearance**” for both the category and title sections. 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 ATTACH IT WITH YOUR APPLICATION 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>.