

## CERTIFICATE OF CLEARANCE

### INSTRUCTIONS

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The Certificate of Clearance document verifies that the credential candidate has completed the Commission on Teacher Credentialing's (C.T.C.) fingerprint character and identification process (evaluated by the Department of Justice and the Federal Bureau of Investigation), whose moral and professional fitness has been shown to meet the standards as established by law.

Credential candidates who have not previously held a California credential or permit must process a **Request for Live Scan Service** and an **Application for Certificate of Clearance** no less than 60 working days prior to admission to student teaching, supervision or fieldwork. The Certificate of Clearance is a direct application processed to C.T.C. and must be recorded as an issued document on the C.T.C. website in order to be officially and unconditionally admitted to a credential program or enroll in course work requiring field experience in the public schools.

NOTE: Fingerprint information submitted to C.T.C. via Request for Live Scan Service will be invalidated for individuals who complete the live scan process but do not subsequently file an Application for Certificate of Clearance within 18 months.

Credential candidates who have not held a valid California credential, permit or Certificate of Clearance for more than 18 months must process a **Request for Live Scan Service** and submit a copy of a recently completed *Request for Live Scan Service* form (Form 41-LS) processed to C.T.C. with the credential application.

How to apply:

#### **Request for Live Scan Service**

Complete the applicable sections of the *Request for Live Scan Service (41-LS)* form (<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>) prior to arriving at the Live Scan site offering electronic submission of fingerprint services. Applicants may refer to the CSUSB University Police website (<https://www.csusb.edu/police/services/live-scan>) for applicable fees and hours of operation or call (909) 537-3552 to schedule an appointment for Live Scan service. A current listing of other Live Scan sites offering electronic fingerprint services is available on the Office of the Attorney General website (<http://ag.ca.gov/fingerprints/publications/contact.php>) or you may contact your local police or sheriff station for Live Scan service availability and hours of operation.

Next Step:

#### **Application for Certificate of Clearance**

Submit your Application for Certificate of Clearance electronically via C.T.C.'s website (<https://www.ctc.ca.gov/credentials/submit-online>) by using the *Educator Page* button. It is highly recommended that you review the following C.T.C. links prior to commencing the filing process:

Professional Fitness Questions Information: <http://www.ctc.ca.gov/educator-discipline/files/pfq-information.pdf>

How to Complete Professional Fitness Questions: <http://www.ctc.ca.gov/educator-discipline/files/prof-fitness-instructions.pdf>

Professional Fitness Explanation Form (Form OA-EF): <http://www.ctc.ca.gov/credentials/online-services/pdf/OA-EF.pdf>

NOTE: There is a Certificate of Clearance fee of \*\$50.00 (plus service charge) payable by credit card or Visa or MasterCard debit card.

Please make sure to print your confirmation page since it may take a few days for the Certificate of Clearance status to be posted on C.T.C.'s website. NOTE: If C.T.C. requires additional documentation, the Certificate of Clearance process will be delayed.

\*Fee subject to change

*Per C.T.C. (Title 5 sections 80028(b) and 80487(b)), applicants with a Certificate of Clearance issuance date of January 1, 2007 and after must use their Certificate of Clearance credit within five years of issuance date and towards the issuance of the initial credential only. If an applicant does not use the Certificate of Clearance credit within five years for the initial credential application, the credit will be deemed earned upon receipt and will not be refunded.*