



California State University, Chico

Credential Services-Tehama 213

Chico CA 95929-0480

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE IN TWO EASY STEPS

You must obtain a Certificate of Clearance issued by the California Commission on Teacher Credentialing (CTC) in order to obtain a California Credential. California residents must apply for their Certificate of Clearance online effective 07/01/07. (Please note that there are two fees involved in this process)

FIRST STEP:

- Go to: www.ctc.ca.gov
- See “Browse By Subject” and navigate to Prospective CA Educators.
- Click on “How to Apply”. Scroll down to “Certificate of Clearance.” Click on **Live Scan 41-LS form**. Print 3 copies of this form.
- Have fingerprints scanned at law enforcement agency. For example:
University Police or Chico PD. Other agencies can be found on the CTC web.
Procedures and fees are subject to change without notice. Chico PD = 530-897-4900; University Police = 530-898-5372
 - ❖ Current fee = \$71.00 for this service

SECOND STEP:

- Go to CTC web: www.ctc.ca.gov/credentials/how-to-apply
- Proceed with “c” – Online Direct Application Site
- Before continuing to the fee payment page, print the “Summary, Oath & Affidavit” page
- Pay Fee of \$29.50 online
- Print the confirmation page

****Both Steps Must Be Completed To Process Your Certificate Of Clearance ****

**For help with this process you may contact Credential Services at 530-898-6455 or
E-mail: gmaas@csuchico.edu**