

HOW TO APPLY FOR YOUR CERTIFICATE OF CLEARANCE

You must obtain a Certificate of Clearance or hold a valid Commission on Teacher Credentialing (CTC) document in order to be admitted to a credential program. If you already hold a valid CTC-issued document, you do not need to apply for a Certificate of Clearance (you can check the status of any documents you already hold at <http://www.ctc.ca.gov/>; click on "Search for an Educator").

To apply for a Certificate of Clearance, please follow these two steps:

Step 1: Live Scan Information

1. Go to <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.
2. Complete the 41-LS form and print three copies to give to the fingerprinting agency.
3. Complete your fingerprinting at a certified Live Scan agency, such as:

CSU, Chico University Police

Corner of W. 2nd & Chestnut Streets

Phone: (530) 898-6313

For hours of operation, information, and current fees visit:

<http://www.csuchico.edu/up/index.shtml> or

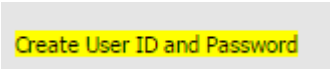
for additional listing of agencies that provide Fingerprinting services visit:

<https://oag.ca.gov/fingerprints/locations>

Step 2: Certificate of Clearance Application

Quick Tips instructions regarding the application process can be found at:

<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>.

1. Go to <http://www.ctc.ca.gov/credentials/submit-online.html>.
2. Click on **"Submit Your Application Online."**
3. Create User ID and Password by clicking on the highlighted area: 
4. Create/login to your profile on the secure Educator Page by entering your Social Security Number (SSN) and Date of Birth (DOB).
5. Click "OK"

**** If this is your first time logging in to the CTC website, you will need to enter your SSN and DOB again AND follow these directions:**

- a) Click on **"Create New Educator"** and enter your information.
 - b) Click **"Next"** (Note: you will receive an email from donotreply@ctc.ca.gov "RE: Commission on Teacher Credentialing Notice-Contact Profile Changed." If you do not receive the email check your junk/clutter folder; if it is not there then in the next steps verify that your email is correct in your personal information.)
 - c) The system will direct you to return to enter User ID and Password.
6. Log in and read the Commission in Teacher Credentialing Disclaimer and click **"Next."**
 7. Verify your Personal Information; you can ONLY change your email address/ mailing address and Last Known County of Employment (this is used once you have a teaching position). Name changes must be completed by mail or fax with the Commission on Teacher Credentialing.

8. Click **“Next.”**
9. Under **“Document”** tab, review the last section that states **“Apply for a Certificate of Clearance.”**
 - a. Click on **“Create New.”**

10. Once you click on **“Create New”** a new screen opens. Under **“General Application Category”** click on the drop down to select **“Certificate/Activity Supervisor Clearance Certificate.”**

11. Using the drop-down arrow under **“Document/Authorization Title”** select **“Certificate of Clearance.”**
12. Once the selection is made for the Certificate of Clearance a page will pop up below. If you scroll to the bottom of the page you will click **“Next.”**
13. Continue to follow the instructions, answering all *Professional Fitness Questions*.
14. Complete the *Oath and Affidavit* section.
15. Click **Submit Payment**.
16. Continue to follow the instructions to pay for your certificate.

***For returning users, you will need to enter your User ID and password.*

Verify that your Certificate of Clearance has been granted!

Once you receive an email from CTC stating that the Certificate of Clearance has been granted, this portion of your program application is complete.

Note: If two weeks go by and you have not heard from CTC, you can look up your status on their website: www.ctc.ca.gov.

1. Click on **“Search for an Educator.”**
2. Click on **“Secured Search.”**
3. Enter your **Social Security Number and Date of Birth**, then click **“Search.”**
4. When the Certificate is granted, you will see it listed under **“Document Title.”**
5. If you see the document listed on the CTC website, this portion of your program application is complete. If you do not see your document please contact CTC regarding steps to take next. CTC staff can be reached at credentials@ctc.ca.gov.

