OBTAINING A CERTIFICATE OF CLEARANCE

Allow a minimum of 8-10 weeks for CTC to process your application

STEP 1: Live Scan – Electronic Fingerprinting Process

Before applying for your *Certificate of Clearance* with the Commission on Teacher Credentialing [CTC], you must have your fingerprints processed with the Department of Justice, FBI as well as state and local police departments.

1. Go to http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf to access the REQUEST FOR LIVE SCAN SERVICE form.

   a. **Complete Section 3** of the REQUEST FOR LIVE SCAN SERVICE form and **print three (3) copies of the form.**

2. Make an appointment with any LiveScan Office. Information, office locations and fees can be viewed at www.livescanfresno.com or by calling (559) 476-6853.

   a. **Current Fresno State students can contact the Campus Police office at (559) 278-2958 to schedule an appointment for Live Scan**.

3. Take the three printed copies of the REQUEST FOR LIVE SCAN SERVICE form and the LiveScan fee with you to your appointment.

   a. The LiveScan operator will give you a receipt. Keep this for your records.

STEP 2: Apply for the Certificate of Clearance

Once you have had your fingerprints processed, you must apply for your *Certificate of Clearance* with the Commission on Teacher Credentialing [CTC].

1. Go to https://www.ctc.ca.gov/

2. Click on the **Credential Information** tab.

3. Click on the **Apply For a New Document** link.

4. Scroll down to and click on **Submit An Online Application.**

   a. It is highly recommended that you watch the video and read all directions carefully before starting the complicated online application process.

   b. Or, you may view printed directions at https://www.ctc.ca.gov/credentials/ctc-online-written-instructions

5. **Complete the online application process and submit the CTC transaction fee of $52.65**.

   a. The CTC will notify you by email when your *Certificate of Clearance* has been cleared [it may take 8 weeks or more].

6. **Print a copy of the cleared *Certificate of Clearance* to include in your program application packet.**