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](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](http://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/](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](https://www.ctc.ca.gov/credentials/ctc-online-written-instructions)

5. Complete the online application process and submit the CTC transaction fee of $52.50.
   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.