

CERTIFICATE OF CLEARANCE INSTRUCTIONS (2-Step Process)

STEP 1: Live Scan – Electronic Fingerprinting Process

Before applying for your Certificate of Clearance, you must have your fingerprints processed with the Department of Justice, FBI and state/local police departments.

1. Go to ctc.ca.gov/credentials/leaflets/41-LS.pdf to access the **Request for Live Scan Service** form. Complete the section indicated in red below and print **3** copies.

STATE OF CALIFORNIA
CTC Form 41-LS
(Rev. 03/2022)

Print Form Reset Form

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0281
ORI (Code assigned by DOJ)

TEACHER CRED 44340 EC
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

LICENSE/CERTIFICATION/PERMIT
Authorized Applicant Type

Contributing Agency Information:

CASM TEACHER CREDENTIALING
Agency Authorized to Receive Criminal Record Information

651 Bannon Street, Suite 600
Street Address or P.O. Box

Sacramento CA 95811
City State ZIP Code

03294
Mail Code (five-digit code assigned by DOJ)

Contact Name (mandatory for all school submissions)

Contact Telephone Number

Applicant Information: *Required Fields

*Last Name _____ *First Name _____ Middle Initial _____ Suffix _____
Other Name: (AKA or Alias) _____

*Last Name _____ *First Name _____ Suffix _____

Sex Male Female

*Date of Birth _____ *Driver's License Number Billing _____
(Agency Billing Number)

*Height _____ *Weight _____ *Eye Color _____ *Hair Color _____
Number _____
Misc. Number _____
(Other Identification Number)

*Place of Birth (State or Country) _____ *Social Security Number _____

*Home Address Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

*Applicant Signature _____ *Date _____

Your Number: _____ Level of Service: DOJ FBI
*OCA Number (Agency Identifying Number) (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: _____
(Must provide proof of rejection) Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name _____

Street Address or P.O. Box _____ Telephone Number (optional) _____

City _____ State _____ ZIP Code _____ Mail Code (five digit code assigned by DOJ) _____

Live Scan Transaction Completed By:

Name of Operator _____	Date _____
Transmitting Agency _____ LSID _____	ATI Number _____ Amount Collected/Billed _____

2. Make an appointment at any Live Scan Office: oag.ca.gov/fingerprints/locations. Current Fresno State students can contact Campus Police at 559.278.2958 to schedule a Live Scan appointment onsite.
3. Take your **3** printed copies of the form above to your appointment. Please be prepared to pay a fee when you arrive. Live Scan fees can run in the \$70 range depending on where you go. Please keep your Live Scan receipt for your records.

STEP 2: Apply for the Certificate of Clearance

After you visit Live Scan, please complete the following steps on the California Commission on Teacher Credentialing (CCTC) webpage:



1. Go to ctc.ca.gov/credentials/submit-online. Carefully read through all of the instructions and watch this video before clicking **Submit Your Application Online**: youtu.be/DK1DkNWNER4.

Online Application Information

[Home](#) | [Credentialing Information](#) | [Online Application Information](#)

IMPORTANT: If you have not logged into the CTC Online system since February 2017, you probably do not have a registered User ID. If you are unable to login, please visit the [Login Help](#) page for assistance.

This page covers:

- [Online Applications](#)
- [Log into the CTC Online System](#)
- [Professional Fitness Questions \(PFQs\)](#)
- [Video - Submit Your Fingerprint Clearance Document](#)
- [More Help](#)

 [Submit Your Application Online](#)

2. Complete the online application process and submit the CTC transaction fee of **\$52.65**. The CTC will notify you by email when your **Certificate of Clearance** has been cleared. Clearance can take **8 to 10 weeks**. Please attach the document below to your **Credential Program Application**.

California Commission on Teacher Credentialing

By virtue of the authority vested in the Commission on Teacher Credentialing and in recognition of preparation for service in California Public schools



is hereby awarded the

Certificate of Clearance

together with all the rights, privileges, and responsibilities appertaining thereto

valid: 03/06/2024 to 04/01/2029

A handwritten signature in black ink, appearing to read 'Marquita Grenot-Scheyer'.

Marquita Grenot-Scheyer
Chair, Commission on
Teacher Credentialing



A handwritten signature in black ink, appearing to read 'Mary Vicie Sandy'.

Mary Vicie Sandy
Executive Director,
Commission on Teacher
Credentialing

This is not an official document. The official record of credentials, permits, and certificates is the Commission's website at www.ctc.ca.gov

***Are you having trouble locating the document above?
Please follow the instructions on the next page.***

- If you are unable to locate the document above, please log into your CCTC account and click the hyperlinked **Document Number** near the Certificate of Clearance. Once the document details appear, click **Email Document**. The document above will be attached to an email that you send to yourself from your account. Please attach it to your **Credential Program Application**.

[Login](#) [Search](#) [Educator Profile](#)

[Back](#)

Note: If you have any questions, please view the [CTC Online – Written Instructions for Application and Payment](#) page.

Last Name: Fingerprint Status:
 First Name: Adverse and Commission Actions Indicator:
 Middle Name: Deceased Indicator:
 Last Known County of Employment:

Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed. If the Deceased flag is displayed, the licensee is deceased.

[Document](#) [Application](#) [Adverse and Commission Actions](#)

Document Number	Document Title	Status	Term	Issue Date	Expiration D	Original Issuance Date	Recommending Agency
240104235	Certificate of Clearance	Valid		4/1/2024	5/1/2029	4/1/2024	
220107758	Multiple Subject Teaching Credential	Valid	Preliminary	5/6/2022	6/1/2027	5/6/2022	CTCUNI
242938AL	Single Subject Teaching Credential	Valid	Clear	9/14/2021	10/1/2026	9/14/2021	CTCUNI
210157118	Certificate of Clearance	Valid		7/27/2021	8/1/2026	7/27/2021	

[Complete Your Recommendation](#) [Complete Your Renewal](#) [Apply For a COC or ASCC](#)

[Back](#) [Email Document](#)

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:

Last Name:
 First Name:
 Middle Name:

Document Information:

Document Number:
 Document Title:
 Term:
 Status:
 Issue Date:
 Expiration Date:
 Original Issue Date:
 Grade:
 Special Grade:
 SB1969 (Title 5 §80487):