

# HOW TO OBTAIN A CERTIFICATE OF CLEARANCE

Prior to being allowed into fieldwork, you must provide evidence of your professional fitness by obtaining a Certificate of Clearance\* through the Commission on Teacher Credentialing. This process includes having your fingerprints processed through the Department of Justice and the FBI. There are TWO fees required: \$69 and \$52.50. You will need to complete all three steps of the process as listed below.

## **STEP ONE: Live Scan – Electronic Fingerprinting Process**

- Go to <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.
- Complete Section 3 of the REQUEST FOR LIVE SCAN SERVICE form
- Print two (2) copies: one for you and one for the Live Scan operator
- Submit copies along with fee to: **Any Live Scan Provider** (fees may vary)  
*\*Current Fresno State students can contact the Campus Police office at (559) 278-2958 to schedule an appointment for LiveScan*

Your fingerprints will be submitted to the Department of Justice and the FBI. The LiveScan operator will give you a receipt. - *keep this for your records*

## **STEP TWO: Commission on Teacher Credentialing (CTC) - applying for the Certificate of Clearance online**

- Go to: [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Under CREDENTIALING INFORMATION, click on APPLY FOR NEW DOCUMENT.
- Click on SUBMIT AN ONLINE APPLICATION.
- This brings you to SUBMIT YOUR APPLICATION ONLINE. Before clicking it is highly recommended that you review the instruction video as the application process can be complicated. You may also print the instructions at <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>
- Electronically pay the \$52.50 fee.
- Print the receipt for your records.

Your clearance may take several weeks to process. Once processed, you may look up your Certificate of Clearance by following these directions:

- Go to [www.ctc.ca.gov](http://www.ctc.ca.gov) and select “SEARCH FOR AN EDUCATOR”.
- Select “SECURED SEARCH” and input your SSN and DOB.
- Click on the hyperlink for the Certificate of Clearance and print the document.

## **STEP THREE: PPS program notification**

Submit a copy of your Certificate of Clearance with your program application and also give a copy to your field placement instructor.

**\*Exemption** – It is not necessary to obtain a Certificate of Clearance if you can present a copy of a VALID California certificate or credential issued by the CTC such as an emergency permit, PIP, STSP, Children’s Center Permit or Adult Vocational Education credential.

Previous LiveScans completed for employment purposes only are not accepted towards the Certificate of Clearance unless you currently hold a document issued by the CTC.