

## Certificate of Clearance

### What is a Certificate of Clearance and do I need one?

A Certificate of clearance is a document that verifies that the individual has completed the Commission's fingerprint and character and identification process. Individuals must obtain a Certificate of Clearance prior to beginning student teaching.

### How do I apply for a Certificate of Clearance?

California residents must apply for their Certificate of Clearance online effective July 1, 2007. Follow the steps outlined below. **NOTE: The Certificate of Clearance is a two part process.**

#### **Part ONE – LIVESCAN**

1. Make an appointment for Live Scan Service at **SJSU Police Department** by calling (408) 924-2172. For additional Live Scan Service Locations: <http://caag.state.ca.us/fingerprints/publications/contact.html>.
2. Print three copies of Livescan 41-LS form and take with you to Live Scan appointment. (<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>)

#### **Part TWO – Certificate of Clearance Application via CCTC**

1. After live scan is done, complete online application for the **Certificate of Clearance** via the CCTC website: <https://teachercred.ctc.ca.gov>, click on **Direct Application**.
2. The fee for a Certificate of Clearance is \$29.50 payable by credit card only.
3. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page.
4. Once the Certificate of Clearance application is submitted, the system will search for your LIVESCAN electronic fingerprints, which is sent electronically to CCTC by the Live Scan Service.
5. When requirements for issuance of the Certificate of Clearance are completed, an e-mail will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the **Look-up and Status page**: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. **Submit a copy of the online Certificate of Clearance to the Elementary Education Office in SH 305.**

**NOTE: Approximate processing time is two weeks.**

Certificates of Clearance issued on or after February 28, 2005 are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the **Look-up and Status page**: <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. Online applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later.

### What is the fee for a Certificate of Clearance?

The fee is \$27.50. If applying for the Certificate of Clearance online, an additional \$2.00 service fee will be required.

### How do I use my Certificate of Clearance fee?

Your Certificate of Clearance fee may be applied towards a future application fee if you are submitting your application via postal mail or if your application was submitted through a California college or university as part of their online submission process. Effective January 1, 2007, the fee will be available to use towards the issuance of your initial credential only. When you pay for your credential, send the amount of the full application processing fee MINUS the amount of the fee credit. The amount available to you should be printed on the face of your Certificate of Clearance if you received a hard copy. It will also be displayed on the Commission's renewal website: <https://teachercred.ctc.ca.gov/teachers/index.jsp>. You do not need to return the original Certificate of Clearance to receive your credit.

### What is the validity period of a Certificate of Clearance?

Effective February 2005, a Certificate of Clearance includes an expiration date of five years after the issuance date. Documents issued prior to this date do not expire.

### Why didn't I receive my Certificate of Clearance document?

On January 1, 2006, the Commission stopped issuing paper copies of Certificate of Clearance documents. When a Certificate of Clearance is issued, it will display online under "Credentials Held" and the associated application will no longer appear under "Status of Application(s)."

To view your Certificate of Clearance: <https://teachercred.ctc.ca.gov/teachers/index.jsp>