

# CERTIFICATE OF CLEARANCE

A Certificate of Clearance is issued by the Commission on Teacher Credentialing (CTC) to credential program candidates. Title 5 regulations require that an application for Certificate of Clearance be filed to determine if a candidate meets the state standards for character and fitness to teach in California's public schools. A Certificate of Clearance is valid for five years.

To apply for a Certificate of Clearance, please follow these three steps:

Please note; this is a brief guide, for a complete step-by-step guide, please refer to the "How to Submit your Online Application" video and downloadable pdf on the CTC website:

[www.ctc.ca.gov/credentials/submit-online.html](http://www.ctc.ca.gov/credentials/submit-online.html)

## Step 1 - Complete the fingerprinting process

1. Go to: [www.ctc.ca.gov/credentials/fee-and-fingerprint.html](http://www.ctc.ca.gov/credentials/fee-and-fingerprint.html)
2. Scroll down to *Live Scan Form Information* and download the **41-LS** form
  - a. Complete sections 3 and 4 (sections 1 and 2 should automatically populate)
  - b. Print 3 copies
3. Take the 41-LS forms to an agency providing fingerprinting services.
  - a. For all California locations, go to: <https://oag.ca.gov/fingerprints/locations>
  - b. Some locations may require an appointment
  - c. Your fingerprints will be transmitted electronically to the Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and the Commission on Teacher Credentialing (CTC).

## Step 2 - Apply for a Certificate of Clearance

1. Go to: [www.ctc.ca.gov/credentials/submit-online.html](http://www.ctc.ca.gov/credentials/submit-online.html)
2. Click on **Submit Your Application Online**
3. Create/login to your profile on the secure Educator Page
  - a. If this is your first time logging in to the CTC website, you will need to create an account
    - i. Click **Create Educator Account** and enter your information
    - ii. Click **Save**
    - iii. Click **Next**
4. Click **Next**
  - a. verify that your information is correct. Click on the **Edit** button if you need to make any changes to your profile. Make sure to click **Save**, if changes are made.
5. Select the **COC/ASCC Application** blue box on the far right bottom of the page (may not be viewable from a mobile device)

6. Click **Create New**
7. Using the drop-down arrow under *Document/Authorization Title* select **Certificate of Clearance**
8. Scroll down and click **Next**
9. Continue to follow the instructions, answering all *Professional Fitness Questions*
10. Complete the *Oath and Affidavit* section and click **Complete Submission**
11. Click **Submit Payment**
12. Click **Process Payment**
13. Continue to follow the instructions to pay for your certificate

### **Step 3 - Viewing your Certificate of Clearance**

Approximately two to four weeks after filing your Certificate of Clearance application, you can monitor your status online.

1. Go to: [www.ctc.ca.gov](http://www.ctc.ca.gov)
2. Click on **Credentialing Information**
3. Click on **Educator Login**, enter your SSN and DOB
4. Click **OK** and your personal information should appear
5. Click **Next**
6. Under the Document section, you should see your Certificate of Clearance document
7. Click on the document number to view/print your Certificate of Clearance