

# 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. Download the **41-LS** form from the table
  - a. Complete sections 3 and 4 (sections 1 and 2 should automatically populate)
  - b. Print 3 copies
2. 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. 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 by entering your Social Security Number (SSN) and Date of Birth (DOB).
  - a. If this is your first time logging in to the CTC website, you will need to enter your SSN and DOB again

- I. Click **Create Person** and enter your information
  - II. Click **Save**
  - III. Click **Next**
- b. If you have already created a profile, 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.
- . Click **Next**
  2. Under *Web Applications* click **Create New**
  3. Using the drop-down arrow under *General Application Category* select **Certificate of Clearance/Activity Supervisor**
  4. Using the drop-down arrow under *Document/Authorization Title* select **Certificate of Clearance**
  5. Scroll down and click **Next**
  6. Continue to follow the instructions, answering all *Professional Fitness Questions*
  7. Complete the *Oath and Affidavit* section
  8. Click **Submit Payment**
  9. 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.etc.ca.gov](http://www.etc.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