

Certificates of Clearance are 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 whether or not a candidate meets the state standards for character and fitness to teach in California's public schools. To apply for a Certificate of Clearance Online, follow Steps 1 through 3 below. If you have any questions regarding these instructions, contact the Credential Center at (562) 985-4109, or email ced-credentials@csulb.edu

Step 1

- a. Go to: **www.ctc.ca.gov**
- b. Under the **Educators** tab located at the top of the page:
 - i. Select **Application, Forms, Leaflets, and Manuals**.
 - ii. Select **Application, Forms and Leaflets**.
 - iii. Select **Live Scan Service Request Form 41-LS**. (The Commission has recently been notified that the Live Scan Form 41-LS does not prepopulate when using the Firefox web browser. Individuals may open the form using the Internet Explorer or Chrome browsers, which do populate the form correctly).
 - iv. Complete the third section and print 3 copies to take to your Live Scan appointment.
- c. Take the Live Scan Forms to an agency providing fingerprinting services. For all California locations, including the CSULB University Police Department, go to <http://ag.ca.gov/fingerprints/publications/contact.php>. 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

Before you begin:

- You must use one of the following browsers: Firefox, Chrome, or Internet Explorer
 - It is advisable to make pop-up windows an exception to the CTC webpage instead of turning them off.
<http://www.ctc.ca.gov/tech-help.html> - popupblocker. Make sure the following addresses are allowed by your pop-up blocker:
 - o ctc.ca.gov
 - o <https://educator.ctc.ca.gov>
- a. Go to: **www.ctc.ca.gov**
 - b. Select the **Online Services for Educators** button.
 - c. Click on the **Educator Page** button.
 - d. Create/log in to your personal profile on the secure Educator Page using your social security number and date of birth. If creating a new profile, you will need to enter this information twice.
 - e. Click on the **Create Person** button and enter your information and click **Save**. Click the **New** button to enter your address, **Save** and click on the **Next** button in the lower right-hand corner.
 - f. Under **Web Applications** click **Create New**.
 - g. Using the drop-down arrow under **General Application Category** select **Certificate of Clearance/Activity Supervisor**.
 - h. Using the drop-down arrow again under **Document/Authorization Title** select **Certificate of Clearance**, click **Next** in the lower right-hand corner.
 - i. Continue to follow the instructions. Answer all Professional Fitness Questions, a new window will pop-up requesting payment for your certificate.
 - j. When you have completed both Step 1 and Step 2 you have successfully filed a Certificate of Clearance application. Continue to Step 3.

If you need additional help please view the CTC's Certificate of Clearance Tips. <http://www.ctc.ca.gov/credentials/online-services/pdf/cc-tips.pdf>

Step 3

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

To monitor your application online:

- a. Go to: **www.ctc.ca.gov**
- b. Select the **Online Services for Educators** button. Click on the **Educator Page** button. Enter your social security number and date of birth. Click **Next**.
- c. You should see your Certificate of Clearance under **Document**.
- d. Print and submit a copy of the page that includes your issuance date and document number with your credential application. The Certificate of Clearance is valid for five years.