

Certificate of Clearance

Apply for your Certificate of Clearance online by following this process. If you have an arrest record, contact the CTC to find out what additional records you will need to mail to them.

Step One:

1. Visit the Commission on Teacher Credentialing's webpage to view their Certificate of Clearance Checklist: <http://www.ctc.ca.gov/credentials/online-services/pdf/OA-CC.pdf>
2. Follow the instructions on the checklist.
3. Download, print, and fill out the "[Live Scan form \(41-LS\)](#)." The link titled "**form 41-LS**" on the checklist will take you to the PDF version of this form.
4. Humboldt County residents are advised to use the **HSU Campus Police Department** (located on the ground floor of the Student Business Services Building) for their Live Scan fingerprinting.
5. If you live out of the area and need to find an alternate location for the Live Scan, click on the "[Live Scan station](#)" link on the CTC's Certificate of Clearance Checklist. You can then search by county to find the nearest location for fingerprint services.
6. Take your Live Scan form to the location and get fingerprinted. **Make sure that the LiveScan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.**

Step Two:

1. After your fingerprints have been scanned, return to the Certificate of Clearance Checklist at: <http://www.ctc.ca.gov/credentials/online-services/pdf/OA-CC.pdf>
2. Click on the button with the **green arrow** at the bottom that says "**Continue to Online Direct Application**".
3. Enter the required information and continue.
4. On the page titled **General Credential Selection**, choose "**Certificate of Clearance**" from the drop-down menu and then continue. **IT IS VERY IMPORTANT THAT YOU CHOOSE THIS OPTION (AND NOT ANY SORT OF CREDENTIAL) IN ORDER FOR YOUR APPLICATION TO BE PROCESSED.**
5. Answer the professional fitness questions, and continue. **If you have an arrest record, contact CTC to find out what additional records you need to mail to them.**
6. Print two copies of your "Summary Oath and Affidavit." **Attach one copy to this form and keep the other copy for your records.**
7. Pay the **\$29.50 fee using a VISA or MasterCard** and submit. **If the charge amount is \$57, then you selected an incorrect certificate title.** Use the back buttons to go back to the Credential Selection page and choose "Certificate of Clearance".
8. Print your fee confirmation number and keep for your personal records.

Step Three:

1. An email will be sent to you within approximately one week (or possibly longer) indicating your clearance status. Follow the link and the instructions provided.
2. Return to the Commission's website credential look-up site: <https://teachercred.ctc.ca.gov/teachers/index.jsp>
4. Select "[Teaching credential holders and applicants, their recommending institutions and their employers may check application and credential status.](#)"
5. Enter your social security number and date of birth.
6. Click on the link for your Certificate of Clearance.
7. Print two copies of the clearance page. We prefer receiving the *non-printer-friendly* version since it displays your document number.

Attach one copy to this form and keep the other copy for your records.

*Staple the required print-outs (listed above) to this paper,
and submit with your application.*