



## Online Application for Certificate of Clearance

### Required for Application to the Multiple Subject, Education Specialist, & Single Subject Credential Programs

**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 [credentials@csulb.edu](mailto:credentials@csulb.edu).

#### Step 1

- Go to the Commission on Teacher Credentialing website at [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Download the "Request for Livescan Service" (41-LS.pdf) from: a) click on the "Prospective CA Educators" tab at the top of the screen, b) click on the "Applications, Forms, Leaflets and Manuals" link, c) click on the "Applications and Forms" link, and d) click on the "Request for Livescan Service" link, e) print 3 copies
- Take the Live Scan Forms to an agency providing fingerprinting services. For all California locations, including the CSULB campus police department, go to <http://caag.state.ca.us/fingerprints/publications/contact.htm>. Your fingerprints will be transmitted to the Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and the Commission on Teacher Credentialing (CTC).

### **COMPLETE THE LIVE SCAN PROCESS AND CONTINUE TO STEPS 2 AND 3.**

#### Step 2

- Return to the Commission on Teacher Credentialing website at [www.ctc.ca.gov](http://www.ctc.ca.gov)
- Click on the green "Online Services" button.
- Click on "Educators"
- Click on "Direct Application: Certificate of Clearance," and complete the Character and Identification form. If you answer 'yes' to any of the fitness questions, an explanation must be filled in. Submit online.
- Using a VISA or MasterCard debit or credit card, complete the authorized transaction fee of \$29.50.
- When you have completed both Step 1 and Step 2 you have successfully filed a Certificate of Clearance application.
- Continue to Step 3

#### Step 3

- Approximately one week after filing your Certificate of Clearance application, you can monitor your status online. To monitor your application online, go to [www.ctc.ca.gov](http://www.ctc.ca.gov). Click on the green "Check Application Status" button. Then click on "Click here to check the status of your application." You will be asked to enter your SSN and birth date.
- **When the Certificate of Clearance is granted, print and submit a copy of the CTC printout with your application to the credential program. The Certificate of Clearance is valid for five years.**

# Live Scan Fingerprint Services

Available at the Following Locations:

CSULB Office of Public Safety (University Police)  
Palo Verde Ave. between Atherton and Anaheim  
(562) 985-4101  
Available Monday – Thursday  
1:00 P.M.– 4:00 P.M.  
(hours subject to change - call ahead to confirm)

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Orange County Department of Education  
200 Kalmus Drive  
Costa Mesa, CA  
(714) 966-4306  
[www.ocde.k12.ca.us](http://www.ocde.k12.ca.us)

Services are available  
Monday – Friday, 8:00 A.M. – 5:00 P.M.  
BY APPOINTMENT ONLY  
CALL AHEAD FOR APPOINTMENT

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**Additional Live Scan locations can be found online at:**

<http://caag.state.ca.us/fingerprints/publications/contact.htm>