



If you already hold a Valid CTC issued document do not complete this process

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE IN TWO EASY STEPS

You must obtain a Certificate of Clearance or hold a current CTC issued Credential in order to be accepted to a Credential Program.

FIRST STEP:

- Go To: www.ctc.ca.gov
- Type in "Live Scan" in the search field in the top right corner of the homepage.
- Click on "**Request for Live Scan Service**" and print a copy of the form.
- Get LiveScanned at an agency such as:

The CSUN Public Safety Office, which is located at the corner of Darby Avenue and Prairie Street.

For times and availability as well as current fees, visit their website

At: <http://www-admn.csun.edu/publicsafety/livescan/> or call the office (818) 677-2113.

SECOND STEP:

- Go To: www.ctc.ca.gov
- Under the "*Browse by Subject*" box, select the "*Prospective CA Educators*" tab.
- Scroll down and Click on "**How to Apply**"
- Scroll down to the "*Certificate of Clearance*"
- Click on "**Online Direct Application Site**"
(https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication)
- Complete the Information and Pay

BOTH STEPS MUST BE COMPLETED TO PROCESS YOUR CERTIFICATE OF CLEARANCE

Please keep copies of all paperwork submitted for your personal records.

Wait a week and then go to www.ctc.ca.gov click "online services", under "employers" click the "click here", then click "lookup status of Credentials Held and Applications (Private Search by social Security Number and Date of Birth)" and enter your social Security number and Birth date, click on "Certificate of Clearance" (under "credentials held") and print this page.