



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 is located at the corner of Darby Avenue and Prairie Street. For times and availability as well as current fees, visit their website at www-admn.csun.edu/publicsafety/livescan or call the office (818) 677-2113.

SECOND STEP:

- Go To: www.ctc.ca.gov
- Click on “**Renew/Apply Online**”
- Click on “**Direct Application (Non-Recommendation Only)**”, fill out all fields and submit online.

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 on “Look Up a Credential”, click on “look up a credential” again, “click on teaching credential holders and applicants”, insert your social security number and birth date at the prompt, and check your status. Once the Certificate of Clearance appears, print the screen under “credentials held” and include with your Credential Program application packet.