

## CERTIFICATE OF CLEARANCE

You must obtain a Certificate of Clearance or hold a valid Commission on Teacher Credentialing (CTC) issued document in order to be accepted into a Teaching Credential program. **If you already hold a valid CTC issued document, you do not need to apply for a Certificate of Clearance.**

**To apply for a Certificate of Clearance, please follow these two steps:**

### **Step I: Live Scan Information**

1. Go to <http://www.ctc.ca.gov/credentials/fee-and-fingerprint.html>
2. Find and click on the live scan **form Information 41-LS**
  - a) Fill out **Section 3**
  - b) Print three copies of the Live Scan 41-LS form. Take these to a location offering Live Scan electronic fingerprint services.
3. Complete your Live Scan service at a Live Scan location. You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned. Retain a copy of the Live Scan form for your records. Click **here** to view a listing of Live Scan locations. You may also contact the CSUN campus police department for an appointment.

#### **CSUN Department of Police Services**

9222 Darby Avenue (corner of Darby Avenue and Prairie Street)

Phone: (818) 677-2113

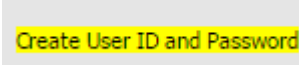
For hours of operation, information, and current fees visit:

<http://www.csun.edu/police/livescan-notary> **or**

### **Step II: Certificate of Clearance Application**

**Quick Tips** instructions regarding the application process can be found at:

<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

1. Go to <http://www.ctc.ca.gov/credentials/submit-online.html>
2. Click on **"Submit Your Application Online"**
3. Create User ID and Password by clicking on the highlighted area 
4. Create/login to your profile on the secure Educator Page by entering your Social Security Number (SSN) and Date of Birth (DOB).

**\*\* If this is your first time logging in to the CTC website, you will need to enter your SSN and DOB again**

- a) **Create New Educator** and enter your information
- b) Click **Next**

The system will direct you to return to enter User ID and Password

5. Log In and read the Commission in Teacher Credentialing Disclaimer and click **next**
6. Verify your Personal Information, make necessary changes if needed, and **save**.
7. Click on **Next**
8. Under Document Tab, Review the last Section that states:  
**Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate**
  - a. Click on Create New
9. Using the drop-down arrow under *General Application Category* select **Certificate of Clearance/Activity Supervisor**
10. Using the drop-down arrow under *Document/Authorization Title* select **Certificate of Clearance**
11. Scroll down and click **Next**
12. Continue to follow the instructions, answering all *Professional Fitness Questions*
13. Complete the *Oath and Affidavit* section
14. Click **Submit Payment**
15. Continue to follow the instructions to pay for your certificate. You will receive an email from CTC stating your application has been received. You must submit this email with your program application. **Please note this email only verifies you have completed the application we will hold your application until the clearance has been granted.**

*\*\*For returning users, you will need to enter your User ID and password*

## **To verify that your Certificate of Clearance has been granted:**

Once you receive an email from CTC stating that the Certificate of Clearance has been granted, this portion of your program application is complete.

**Note:** If two weeks go by and you have not heard from CTC, you can look up your status on their website: [www.ctc.ca.gov](http://www.ctc.ca.gov)

1. Click on **“Search for an Educator”**
2. Click on **“Secured Search”**
3. Enter your **social and date of birth**, then click **“Search”**
4. When the certificate is granted, you will see it listed under **“Document Title”**
5. If you see the document listed on the CTC website, this portion of your program application is complete. If you do not see your document please contact CTC regarding steps to take next. CTC staff can be reached at [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).