

## CERTIFICATE OF CLEARANCE

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Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant prior to the Commission's issuance of any credential, permit, certificate, or waiver.

The Certificate of Clearance is a document issued by the Commission to an individual who has completed the Commission's fingerprint and character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law. The Certificate of Clearance provides no authorization, only verification that the holder has completed a professional fitness review. An individual enrolled in a California educator preparation program must obtain a Certificate of Clearance prior to beginning their student teaching or practicum. An individual who has already completed the fingerprint process and has been issued a valid document by the Commission is not required to obtain a Certificate of Clearance.

### How to Apply

#### California Residents

Effective July 1, 2007, California residents must apply for their Certificate of Clearance online. To apply for your Certificate of Clearance, follow one of the two options noted below:

1. Apply for your Certificate of Clearance online
  - a. Print three copies of [LiveScan 41-LS form](#) [PDF]. Take these to a location offering LiveScan electronic fingerprint services for submission to the LiveScan operator. ([Click here to view a listing of LiveScan locations](#)). You will be required to pay a processing fee to the LiveScan operator for your prints to be scanned. Retain a copy of the LiveScan form for your records.
  - b. Navigate to the Commission's Online Services page
  - c. Complete the [Direct Web Application](#)
  - d. Submit by credit card the required transaction fee of \$37.00 (all online transactions are subject to a \$2.00 service fee in addition to the \$35.00 application fee). Immediately following the successful submission of the online application, an email will be sent containing a confirmation number.
2. Apply for a Certificate of Clearance through the Commission-approved program sponsor where you are completing your professional preparation program. Please contact the college or university for more information.

#### For Those Outside California

Out-of-state and out-of-country residents may apply for a Certificate of Clearance by completing one of the three options noted below (a Certificate of Clearance is not required if submitting fingerprint information with your initial application for California certification):

1. Applicants whose residence is outside California and who cannot be fingerprinted in California must submit the following:
  - a. A completed [application \(form 41-4\)](#) [PDF]. Select Certificate of Clearance from the drop-down box in Section 2.
  - b. Application processing fee of \$35.00
  - c. Two completed fingerprint cards (FD-258). Attach these to the application form in lieu of a LiveScan receipt. There is an additional \$49.00 fee to process fingerprint cards, in addition to the application processing fee of \$35.00. To order fingerprint cards, send a request via email to [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov) providing your name and address along with “fingerprint cards” noted in the subject line. See [Credential Leaflet CL-271](#) for more information on fingerprint cards and processing.
2. Apply for a Certificate of Clearance through the Commission-approved program sponsor where you are completing your professional preparation program. Please contact the college or university for more information.
3. If your residence is outside of California but you are able to complete the LiveScan process in California, then you may follow the same steps noted for a California resident using the online application process, as shown above

### Fee Credit

The Certificate of Clearance fee of \$35.00 becomes a credit to be applied towards issuance of an individual’s initial teaching or services credential. Your fee credit will be applied when you complete the payment process for the credential submitted online by your program sponsor.

### Processing Time

The normal processing time for the fingerprint and character and identification process via LiveScan is one to three days. If submitting fingerprint cards, or if an individual’s application requires additional review by the Commission’s Division of Professional Practices, the process will take longer. If the application is pending review by the Commission’s Division of Professional Practices, the online file will indicate that the application is "pending additional evaluation."

Individuals may view the status of their Certificate of Clearance applications using their [Educator Page](#) on the Commission’s website. Online applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later. When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours using their [Educator Page](#).

### Period of Validity

Certificates of Clearance are valid for five years. Fingerprint information will be invalidated for individuals who have not held any other type of valid document for more than eighteen (18) months after the expiration date of a Certificate of Clearance. The fingerprint process will need to be repeated when individuals whose fingerprints have been invalidated subsequently apply for certification. See [Coded Correspondence 12-10](#) for more information.

*Reference: California Education Code, Sections 44339 and 44340 and Title 5, California Code of Regulations Sections 80028, 80301, and 80442.*