



Certificate of Clearance Information

What:

The Certificate of Clearance is a document issued by the Commission to an individual who has completed the Commission's fingerprint 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.**

How to Apply:

Step 1: Live Scan: Print three copies of the [Live Scan 41-LS form](#) [PDF]. Take these to a location offering Live Scan electronic fingerprint services for submission to the Live Scan operator. Retain a copy of the Live Scan form for your records.

San Joaquin County Office of Education offers this service. For information [click here](#).) You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned. For a list of other live scan locations go to: <https://oag.ca.gov/fingerprints/locations>.

Out-of-State/Country Candidates must complete fingerprints on a FD-258 Fingerprint card. Learn more at <https://www.ctc.ca.gov/credentials/fee-and-fingerprint>.

Step 2: Complete the Direct Web Application:

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

Step 3: Navigate to the Commission's online services page: <https://www.ctc.ca.gov/credentials/submit-online>

Step 4: Submit by credit card the transaction fee of \$52.50 (\$2.50 service fee and \$50 application fee). Immediately following the successful submission of the online application, an email will be sent with a confirmation number.

Fee Credit:

The Certificate of Clearance fee of \$50 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:

Fingerprint and character identification processing via Live Scan is usually completed within 10 working 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." To view the status of your Certificate of Clearance, use your "Educator Page" on the Commission's website.

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 18 months after the expiration date of the Certificate of Clearance. The fingerprint process will need to be repeated when individuals whose fingerprints have been invalidated subsequently apply for certification.

For more information, visit: [https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-\(cl-900\)](https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900)).