

## APPLY FOR A CERTIFICATE OF CLEARANCE

Effective Jan. 1, Assembly Bill 1918 requires a Certificate of Clearance on file at the Commission on Teacher Credentialing prior to activation of any Temporary County Certificates.

To apply for a Certificate of Clearance, applicants must complete Live Scan fingerprinting (41-LS and Clearinghouse) and then apply online at the Commission of Teacher Credentialing website. The fee for this document is \$52.65. Once the Certificate of Clearance is granted, the applicant may apply for their **first** regular credential or permit through our office.

Once on the [CTC website](http://www.ctc.ca.gov), follow these steps to apply for a Certificate of Clearance: [www.ctc.ca.gov](http://www.ctc.ca.gov)

1. Select "**Credentialing Information**" and then "**Educator Login.**"
2. Login by entering User ID and Password **or** Create a User ID and Password if you are a new user and follow the prompts.
3. Select – OK and then NEXT.
4. Edit your personal information if necessary and then click "Save."
5. Under the section titled "Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate", click "Create New."
6. Select "Certificate of Clearance or Activity Supervisor Clearance Certificate" under General Application Category.
7. Select "Certificate of Clearance" under Document / Authorization Title.
8. Select "Next", read the Professional Fitness Question data and click "Next" again.
9. Read and answer each question before proceeding to payment.
10. Make payment with debit or credit card.
11. Print the confirmation of payment screen and retain in your files at least until the document has been granted.
12. Allow 10 to 15 business days for the Certificate of Clearance to be granted.