



Certificate of Clearance Process

The Certificate of Clearance (COC) is issued by the California Commission on Teacher Credentialing (CCTC) using a direct web application. In order to apply, you must have your fingerprints live scanned. The COC is valid for 5 years once it's issued.

Certificate of Clearance leaflet: <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

- **The application fee is \$52.50 paid online directly to CCTC.**
- There is **an additional fee** for the live scan fingerprinting paid to the live scan operator you choose.
- You must pay both fees to complete the process.

Carefully follow these steps to apply:

1. Complete the Request for Live Scan Service form.
 - a. Form 41-LS: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
 - b. You can type on the form. Fill in Section 3 and Section 4.
 - c. Print three copies of the Live Scan 41-LS form.
2. Take these copies to a location offering Live Scan electronic fingerprint services for submission to the Live Scan operator.
 - a. Go to this website to search for a Live Scan location near you.
<https://oag.ca.gov/fingerprints/locations>
 - b. After being live scanned, retain a copy of the Live Scan form for your records.
3. Watch this short 3-minute video of how to submit your online certificate of clearance.
 - a. Video: <http://www.ctc.ca.gov/credentials/submit-online.html>
 - b. If you prefer written instructions, refer to this page: <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>
4. Follow the directions in the video/written instructions.
5. Once you receive your payment confirmation page online, you may scan/email that page to your advisor as proof that you've completed this process. Or, you can email your advisor to inform him/her.

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- Fingerprint clearance with CCTC is required in order to qualify for a credential. We need to confirm your fingerprint clearance before you begin field experience.
 - CCTC's background check is completed by both the DOJ and FBI.
 - If you think you already have fingerprint clearance with CCTC, please do a [Secured Search](#) on CCTC's website. Contact your academic advisor to ask if you have a valid document for your program. FYI: School district fingerprinting as a classified employee is usually not shared with CCTC.
 - In most cases, CCTC will issue the Certificate of Clearance online within 10 working days.
 - In some cases, an additional evaluation is required based upon responses to the professional fitness questions. It's important to respond honestly to these questions.
 - If you have questions or problems, please feel free to email or call one of the following credential analysts:
 - Judy Henson at 909-448-4992 or jhenson@laverne.edu
 - Renee Rivera at 909-448-4996 or rrivera@laverne.edu