

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE

IN TWO EASY STEPS

You must obtain a Certificate of Clearance in order to be accepted in a College of Education Teacher Preparation Program.

1. FIRST STEP:

NOTE: San Diego County Office of Education offers a Dual Livescan Clearinghouse to applicants for both certification with the Commission on Teacher Credentialing (CTC) and San Diego County employment as a teacher. If you plan to work for a school district within San Diego County, the Dual Livescan Clearinghouse alleviates the need to multiple fingerprint clearances for most districts located in San Diego County. The dual livescan forms and fingerprint services are available at two county locations:

➤ Get Livescanned at an agency like:

➤ **North County Regional Education Center**, (760)761-5100
255 Pico Avenue, St. 102, San Marcos, CA 92069
By Appointment ONLY at www.sdcoe.net/livescan/loc.asp

\$68.00

- Follow instructions for Dual Reporting Forms

OR

➤ **San Diego County Office of Education**, (858)292-3581
6401 Linda Vista Road, Room 104, San Diego, CA 92111-739
By Appointment ONLY at www.sdcoe.net/livescan/loc.asp

- Follow instructions for Dual Reporting Forms

OR

If you live in Riverside County a clearinghouse is not currently available, however, livescan fingerprint services are available by locating:

➤ **Riverside County Office of Education**, (951)826-6666
By Appointment ONLY at <http://www.rcoe.us/personnelServices/liveScan.html>

➤ Pay Fees: \$32.00 DOJ + \$19.00 FBI + rolling fees payable by cashier's check or money order, to the appropriate agency. The rolling fee is determined by the fingerprinting agency.

Please contact the fingerprinting agency to determine fee payment BEFORE attempting to complete the process.


2. SECOND STEP:

- Go to: www.ctc.ca.gov
- Click "Online Applications and Status" \$29.50
- Click "Complete My Certificate of Clearance"
- Click "Continue to Online Direct Application"
 - The final step is to answer the professional fitness questions; electronically sign the Oath and Affidavit, then submit payment with a VISA or MASTER card.
 - The last page will contain the payment confirmation number; this completes the Online Direct Application process.
 - A confirmation page and email confirming submission will simultaneously be generated.

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*****BOTH STEPS MUST BE COMPLETED TO PROCESS YOUR
CERTIFICATE OF CLEARANCE*****

Please keep copies of all paperwork submitted for your personal records.



New credential applicants who have not submitted fingerprints through a California university or college must submit fingerprints using the Dual Reporting Livescan form, which completes fingerprinting requirements for both the California Commission on Teacher Credentialing (CCTC) as well as the San Diego County Clearinghouse. The fee for the Dual Livescan form is \$68.00, payable to SDCOE in the form of a money order or cashier's check.

Substitute teachers with valid California teaching credential or permits who are working in more than one district should be livescanned through SDUSD. The applicant must submit a San Diego County Schools Fingerprint Clearinghouse Request for Livescan Service Form to SDUSD at the time of the livescan service. This form is available through SDUSD, SDCOE, or individual school districts. This process will enter the applicant's fingerprints into the San Diego County Schools Clearinghouse database, alleviating the need for multiple fingerprint clearances for numerous districts. A money order or cashier's check in the amount of \$49.00 payable to SDCOE is needed at the time the livescan service is provided.

