



SCHOOL OF EDUCATION

CERTIFICATE OF CLEARANCE / FINGERPRINTING

A Certificate of Clearance is issued by the Commission on Teacher Credentialing (CTC) to credential program candidates. Title 5 regulations require that an application for Certificate of Clearance be filed to determine whether or not a candidate meets the state standards for character and fitness to teach in California's public schools. A Certificate of Clearance is valid for five years.

To apply for a Certificate of Clearance, please follow these three steps:

Please note; this is a brief guide, for a complete step-by-step guide, please refer to the "How to Submit your Online Application" video and downloadable pdf on the CTC website: www.ctc.ca.gov/credentials/submit-online.html

Step 1 - Complete the fingerprinting process

1. Go to: www.ctc.ca.gov/credentials/fee-and-fingerprint.html
2. Download the **41-LS** form from the table
 - a. Complete sections 3 and 4 (sections 1 and 2 should automatically populate)
 - b. Print 3 copies
3. Take the 41-LS forms to an agency providing fingerprinting services.
 - a. For all California locations, go to: <https://oag.ca.gov/fingerprints/locations>
 - b. Your fingerprints will be transmitted electronically to the Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and the Commission on Teacher Credentialing (CTC).

NOTE: *San Diego County Office of Education offers a Dual Livescan and Clearinghouse to applicants for both certifications 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 for multiple fingerprint clearances for most districts located in San Diego County. See below: "SDCOE: Dual Livescan and Clearinghouse"*

Step 2 - Apply for a Certificate of Clearance

1. Go to: www.ctc.ca.gov/credentials/submit-online.html
2. Click on **Submit Your Application Online**
3. Create/login to your profile on the secure Educator Page by entering your Social Security Number (SSN) and Date of Birth (DOB).
 - a. If this is your first time logging in to the CTC website, you will need to enter your SSN and DOB again
 - i. Click **Create Person** and enter your information
 - ii. Click **Save**
 - iii. Click **Next**
 - b. If you have already created a profile, verify that your information is correct. Click on the **Edit** button if you need to make any changes to your profile. Make sure to click **Save**, if changes are made.
 - i. Click **Next**
4. Under *Web Applications* click **Create New**
5. Using the drop-down arrow under *General Application Category* select **Certificate of Clearance/Activity Supervisor**

6. Using the drop-down arrow under *Document/Authorization Title* select **Certificate of Clearance**
7. Scroll down and click **Next**
8. Continue to follow the instructions, answering all *Professional Fitness Questions*
9. Complete the *Oath and Affidavit* section
10. Click **Submit Payment**
11. Continue to follow the instructions to pay for your certificate

Step 3 - Viewing your Certificate of Clearance

Approximately two to four weeks after filing your Certificate of Clearance application, you can monitor your status online.

1. Go to: www.ctc.ca.gov
2. Click on **Services for Educators**
3. Click on **Educator Login**, enter your SSN and DOB
4. Click **OK** and your personal information should appear
5. Click **Next**
6. Under the Document section, you should see your Certificate of Clearance document
7. Click on the document number to view/print your Certificate of Clearance

SDCOE: Dual Livescan and Clearinghouse

The **Dual Reporting** and the **Clearinghouse** Livescan forms are available in PDF format. These two forms are available online: <http://www.sdcoe.net/human-resources/fingerprinting/Pages/default.aspx>. At the time a fingerprint appointment is made, please bring two copies.

Dual Reporting is for first time credential, emergency substitute permit or child development permit applicants seeking a fingerprint clearance for the Commission on Teacher Credentialing. It includes a clearance for the San Diego County Clearinghouse database. The fee is payable by money order or cashiers check only.

Clearinghouse is for applicants seeking part-time or limited term employment in any public school district in San Diego County only. It does not include Commission on Teacher Credentialing clearance. The fee is payable by money order or cashiers check only.

Clearinghouse with FBI is primarily used for classified employees such as Walk-on-Coaches or Interns. Your employer will provide this form for your use and convenience. Please bring two copies.

Livescan services are also provided for school districts, charter schools and other agencies. You may select from the appropriate drop down menu. Your employer will provide you with the correct Livescan request form for your use and convenience. Please bring two copies.

FINGERPRINTING SERVICES

Livescan Services (electronic fingerprinting) are currently available on a walk-in basis, as time permits, at both locations, Monday through Friday. Exceptions such as Holidays do apply.

- [Make an appointment here.](#)
- Email: sdcred@sdcoe.net

San Diego County Office of Education
6401 Linda Vista Road, Room 104
San Diego, CA 92111-7399
Walk in hours: 8 a.m. to 3 p.m.

**North County Regional Education Center -
ONLY OPEN Thursdays and Fridays**
255 Pico Avenue, Room 102
San Marcos, CA 92069

NOTE: The fingerprint fee is separate from an application fee for a credential, certificate or permit. For current fingerprinting fees through the SDCOE: <http://www.sdcoe.net/human-resources/fingerprinting/Pages/default.aspx>