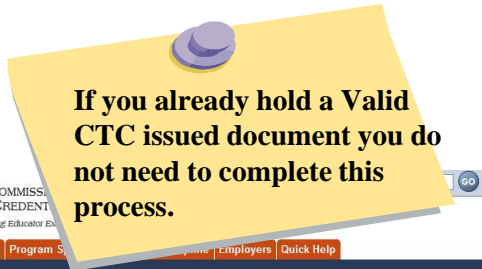


HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE (IN TWO EASY PARTS)

You must obtain a Certificate of Clearance or hold a current CTC issued Credential in order to be accepted to a Credential Program.



PART I:

1. Go To: www.ctc.ca.gov
2. Under the “CA Educators” Tab,
3. Select “How to Apply”
4. Select “Fee and Fingerprint Information”
5. In the middle of the page, click on “LiveScan form (41-LS)”
6. Fill out and print a copy of the form.
7. Get LiveScanned at an agency such as:

The CSUN Office of Police Services:

Corner of Darby Avenue and Prairie Street
Phone: 818-677-2113

For times, availability and current fees visit their website
<http://www-admn.csun.edu/publicsafety/livescan/>

PART II:

1. Go To: www.ctc.ca.gov
2. Under the “CA Educators” Tab
3. Select “How to Apply”
4. Scroll down to Certificate of Clearance and Click on “Online Direct Application Site”
5. Complete the form, for Credential Title select “Certificate Of Clearance”
6. Enter payment information

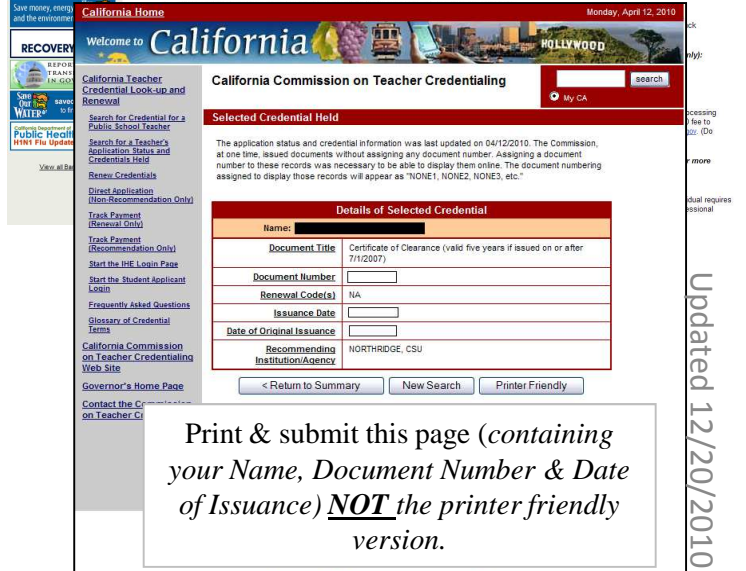
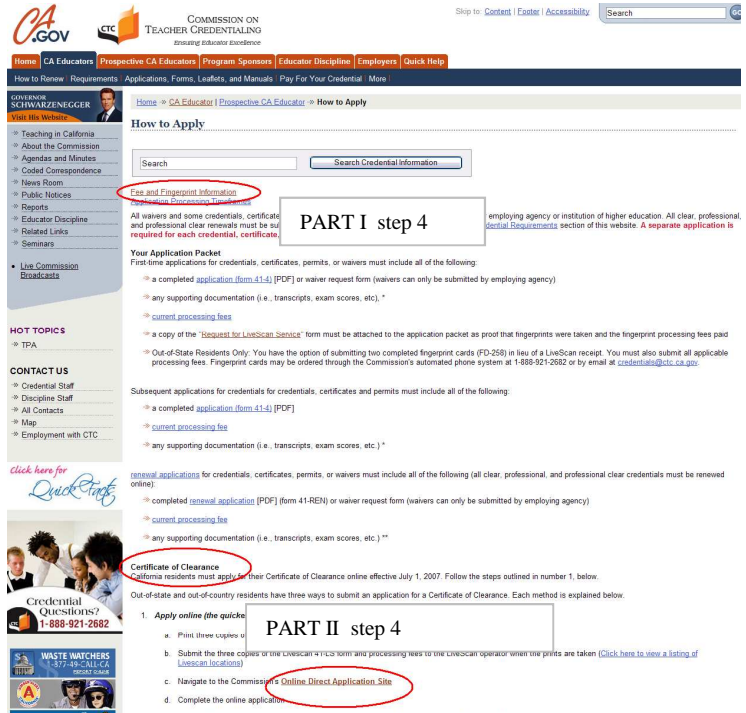
Both steps must be completed in order for CTC to process your Certificate of Clearance

Please retain a copy of all paperwork for your personal records prior to submitting to our office.

Wait a week and then go to www.ctc.ca.gov

- click “Online Application and Status”
- Select the box marked “Look Up Credentials and Application Status.”
- Enter your social Security number and Birth date and click “Search.”
- Click on “Certificate of Clearance” under “credentials held”).
- Please print and submit the page containing your Name, Document Number & Date of Issuance **NOT** the printer friendly version.

- ONLY documents appearing on the CTC website will be accepted.
- Do not call the CTC asking for expediting service or ask them to call us.



Updated 12/20/2010