

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.

If you already hold a Valid CTC issued document you do not need to complete this process.

PART I:

1. Go To: www.ctc.ca.gov
2. Under the “CA Educators” tab near the middle of the screen,
3. Select “How to Apply”
4. Click on “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. Complete LiveScan 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:

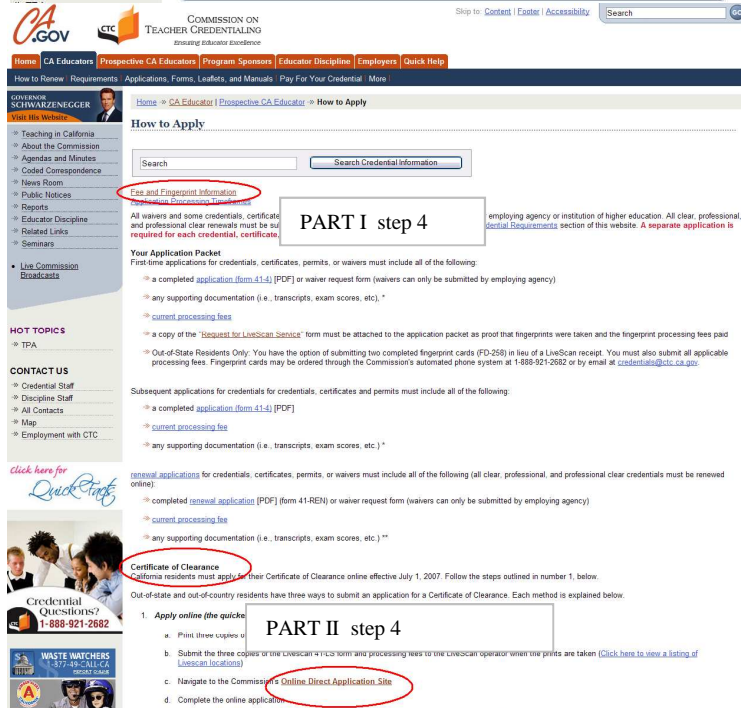
1. Go To: www.ctc.ca.gov
2. Under the “CA Educators” Tab,
3. Select “How to Apply”
4. Scroll down to Certificate of Clearance and
5. Click on “Online Direct Application Site”
6. Complete the form, for Credential Title select “Certificate Of Clearance”
7. Enter payment information

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”
- Click “Look Up the Status of Your Application (or Credential History)”
- Enter your social Security number and birth date and click “Search.”
- Click on “Certificate of Clearance” under “Credentials Held”.
- Please print and submit the resulting 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 02/28/2011