

## Certificate of Clearance Application Instructions

Education Code Section 44320(d) and Title 5 Regulations Section 80028 requires an individual to obtain a Certificate of Clearance prior to beginning student teaching. The Certificate of Clearance verifies that an individual has completed the fingerprint and character and identification process and has been cleared by the Commission to begin student teaching.

The Commission is pleased to announce that teacher candidates may now submit Certificate of Clearance applications through their online Direct Application web site. To facilitate processing of the online applications, the Commission has developed an automated process that reviews and issues the Certificate of Clearance to qualified individuals. The online application and automated review process will provide applicants with timely, accurate processing.

### To apply for a Certificate of Clearance online simply follow these steps:

1. Complete the Request for Live Scan Service form (41-LS) and contact a live scan agency to have your live scan fingerprints taken.  
<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
2. Once you have completed the live scan fingerprints, navigate to the Commissions online Direct Application site,  
<https://teachercred.ctc.ca.gov/teachers/RenewableSearchProxy>  
Click on “**Direct Application (Non-Recommendation Only)**” link from left tab.
3. Complete the online application
4. Using a VISA or Mastercard debit or credit card, complete the authorized transaction fee of \$29.50.
5. Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page.

The normal processing time for the fingerprint and character and identification process is one to three days. If the individual must be reviewed by the Commission's Division of Professional Practice, the process will take longer to allow for the review process. The online file will indicate that the application is pending additional evaluation.

When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the Look-up and Status page. Additional information regarding the Certificate of Clearance may be obtained by visiting the Commission's website [www.ctc.ca.gov](http://www.ctc.ca.gov)

## **LIVE SCAN SERVICES AGENCIES**

### **Ventura County Superintendent Of Schools Office**

5189 Verdugo Way  
Camarillo, CA 93012  
(805) 383-1914

### **Moorpark College Campus Police**

7075 Campus Rd.  
Moorpark, CA 93021  
(805) 529-5288

### **Ventura County Government Center**

Sheriff's Licensing Department  
800 South Victoria Ave  
Ventura, CA 93009  
(805) 654-2371

### **Santa Barbara County Sheriff's Department**

4434 Calle Real  
Santa Barbara, CA 93110  
(805) 681-4100

### **CSU Channel Islands**

Police and Parking Services  
One University Drive  
Camarillo, CA 93012  
(805) 437-8430

### **Oxnard Police Department**

251 South C Street  
Oxnard, CA 93030  
(805) 385-7600

### **Santa Barbara Police Department**

213 E. Figueroa Street  
Santa Barbara, CA 93101  
(805) 897-2355

### **\*Live Scan Express**

4587 Telephone Rd.  
2nd Floor, Suite 205  
Ventura, CA 93003  
(805) 339-0422

45 W. Easy St  
Suite 22  
Simi Valley, CA 93065  
(805) 527-1535

\*No appointment necessary

**Please call ahead for appointment, hours of operation, fees, forms of payment accepted, etc.**