



Activity Supervisor Clearance Certificate

What is the Activity Supervisor Clearance Certificate?

Everyone applying for the ASCC must use the online process; paper applications will not be accepted.

You must be located in California and able to complete the Live Scan process to apply for the Activity Supervisor Clearance Certificate. If fingerprint cards are received they will be returned and fees will not be refunded.

Requirements for the Activity Supervisor Clearance Certificate:

- Complete and print 3 copies of [form 41-LS](#);
- Take the copies of form 41-LS to a [Live Scan station](#) to have your fingerprints taken. Your fingerprints will be electronically forwarded to the Commission. Keep two copies of form 41-LS for your records;
- Complete the online direct application for the Activity Supervisor Clearance Certificate and pay the nonrefundable application fee by credit card; and
- Submit applicable documentation as required for the Professional Fitness Questions. Documentation should be mailed to:

Commission on Teacher Credentialing
Attn: Online Direct Applications
1900 Capitol Avenue
Sacramento, CA 95811-4213

NOTE: *These requirements are for reference only. After having your fingerprints taken at a Livescan site, you do not need to mail supporting materials to the Commission unless you are submitting information as required for the Professional Fitness Questions. Professional Fitness questions will be answered as part of the Online Direct Application Process.*

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The Activity Supervisor Clearance Certificate is verification that you have cleared the Commission's professional fitness review process.

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