

COMMISSION ON TEACHER CREDENTIALING

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**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: November 9, 2005 05-0019

TO: All Individuals and Groups Interested in the Activities of the Commission on Teacher Credentialing

FROM: Sam W. Swofford, Ed.D.
Executive Director

SUBJECT: Elimination of Paper Certificates of Clearance

In a continued effort to streamline its processing system, the Commission will no longer issue paper copies of Certificates of Clearance. Effective January 1, 2006 the official document will be the information provided on the Commission's online lookup page. The online display includes the document number, issuance date, the recommending institution if applicable and the available fee credit. The Certificate of Clearance is displayed on both the public and applicant/employer online lookup views. The look up web page can be viewed at the following link:
<https://teachercred.ctc.ca.gov/teachers/index.jsp>

Certificates of Clearance are issued to teacher candidates before they start their professional preparation practicum. The Certificate is verification the candidate has completed the Commission's professional conduct review. The document is valid for five years, or until a credential has been issued.

Applicants and colleges and universities will be notified by email when the Certificate of Clearance has been issued. For applicants without an email address, they have the ability to check the Commission's web page to determine the status of the Certificate of Clearance application. Once the application is entered into the Commission's database, it takes approximately three to four days to process.

If you have further questions about this change, please contact Information Services toll-free at (888) 921-2682 between 12 noon and 4:45 pm weekdays or by e-mail at credentials@ctc.ca.gov.