

COMMISSION ON TEACHER CREDENTIALING

1900 Capitol Avenue
Sacramento, CA 95814-4213
(916) 445-0184

**OFFICE OF THE EXECUTIVE DIRECTOR**

DATE: November 1, 2006 06-0016

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

FROM: Dale A. Janssen
Interim Executive Director

SUBJECT: Online Direct Application for Certificates of Clearance on the Web

The Commission is pleased to announce that teacher candidates may now submit Certificate of Clearance applications through our 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, which, in turn, further advances the Commission toward its goal of using technological innovation to maximize operational efficiency and improve customer access to information and services.

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.

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

1. Print three copies of Livescan 41-LS form <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.
2. Submit the three copies of the Livescan 41-LS form and processing fees to the operator where the prints will be imaged. (Click to view a listing of Livescan locations <http://caag.state.ca.us/fingerprints/publications/contact.html>.)
3. Navigate to the Commission's online Direct Application site at https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication.
4. Complete the online application.
5. Using a VISA or Mastercard debit or credit card, complete the authorized transaction fee of \$29.50.
6. 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.

Certificates of Clearance issued on or after February 28, 2005 are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the Look-up and Status page at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. Applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later.

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 at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>.

Additional information regarding the Certificate of Clearance may be obtained by visiting the Commission's website at <http://www.ctc.ca.gov/credentials/how-to-apply.html>.

Questions

If you have further questions, please contact the Commission's Information Services Unit by telephone at 1-888-921-2682 (toll free), between 1:00 p.m. and 4:45 p.m. weekdays or by email at credentials@ctc.ca.gov.