



CODED CORRESPONDENCE

DATE:

May 13, 2016

NUMBER:

16-03

TO:

All Individuals Interested in the Activities of
the Commission on Teacher Credentialing

FROM:

Mary Vixie Sandy
Executive Director
Commission on Teacher Credentialing

SUBJECT: Certificate of Clearance

Summary:

The Certificate of Clearance is a document issued by the Commission to an individual who has completed the Commission's fingerprint character and identification process, whose moral and personal fitness has shown to meet the standards established by law. Its sole purpose is to provide verification that the holder has completed a professional fitness review.

Key Provisions:

The Certificate of Clearance provides no authorization to provide instruction or services in schools.

You must obtain a Certificate of Clearance:

- If you are enrolled in a California educator preparation program, prior to beginning participating in public school-based field experiences.
- If you are applying for a Variable Term waiver and you have not received fingerprint clearance from the Commission. You will not be allowed in a public school setting until both the Certificate of Clearance and Variable Term Waiver have been issued.
- If required by your employer or program sponsor.

You do not need to apply for a Certificate of Clearance:

- If you are an educator applying directly to the Commission for a credential or permit.
- If you have previously completed the fingerprint process and have been issued a currently valid document by the Commission.

The Certificate of Clearance is not related to obtaining a clear credential.

All Commission-approved program sponsors must demonstrate compliance with the Commission's Preconditions. The Preconditions related to the Certificate of Clearance are provided below.

General Institutional Precondition 10 states that programs shall:

Not allow a candidate to participate in public school-based field activities until the candidate obtains a Certificate of Clearance from the Commission.

Program Specific Precondition 4 reinforces this issue by stating:

An entity that operates a program of professional preparation shall not allow a candidate to *participate in school-based field experiences* until the candidate obtains a Certificate of Clearance from the Commission that verifies the candidate's personal identification, unless the individual has already completed the fingerprint and character identification process and has been issued a valid document by the Commission.

Source:

Education Code section 44320(d)

Reference:

Certificate of Clearance (CL-900): <http://www.ctc.ca.gov/credentials/leaflets/cl900.pdf>

Contact Information:

Commission's Information Services Unit by email at credentials@ctc.ca.gov, or by telephone at (916) 322-4974 Monday through Friday from 12:30 pm to 4:30 pm.

