



PROGRAM SPONSOR ALERT

DATE:
August 26, 2020

NUMBER:
20-12

SUBJECT: Out-of-State Candidates, Fingerprint Cards, and the Certificate of Clearance

Summary:

Out-of-state candidates who plan to begin clinical practice with TK-12 California students in fall 2020 must hold a Certificate of Clearance from the Commission on Teacher Credentialing (Commission). Out-of-state candidates cannot use California's LiveScan process nor the LiveScan process in their home state. The fingerprints must be on a FD-258 Fingerprint card. Completed fingerprint cards must be mailed to the Commission and the Commission will submit the cards to the California Department of Justice (DOJ) for review. Once the cards have been submitted to the DOJ, the review process could be completed in as soon as two weeks or could be longer depending on the volume of fingerprint requests.

Key Provisions:

California Education Code §44340 and §44341 require that all individuals who seek to obtain California credentials, certificates, permits, and waivers issued by the California Commission on Teacher Credentialing receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission.

All candidates who interact with TK-12 California students as part of a Commission-approved educator preparation program must hold a Certificate of Clearance from the Commission. Completing a school district or county office's fingerprint process is not a substitute for the Commission's Certificate of Clearance and does not allow a candidate to begin student teaching and/or interact with TK-12 students.

Background:

Some programs have reported that, due to COVID-19 and the resulting shift from face-to-face instruction to online instruction at colleges and universities as well as in California TK-12

schools, they are seeing an increase in the number of candidates taking coursework and beginning clinical practice online from their home state. Despite this change in modality as a result of the global pandemic, a Certificate of Clearance is still required prior to interaction with TK-12 California students. Due to a number of factors, candidates enrolled in an approved educator preparation program in the state of California but residing outside of California may not use the Live Scan process in their home state for the purposes of the California Certificate of Clearance.

The Commission has a fingerprint process for out of state applicants/candidates. Applicants can go to their local law enforcement office and be fingerprinted on two FD-258 fingerprint cards. Both cards must be sent to the Commission with the \$49 processing fee. If the local law enforcement office does not use FD-258 fingerprint cards, Fingerprint cards must be ordered from the Commission by submitting contact information through the [CTC Fingerprint Card Request portal \(https://educatortools.ctc.ca.gov/FingerprintCardRequest/Create\)](https://educatortools.ctc.ca.gov/FingerprintCardRequest/Create). Upon receipt, the Fingerprint Unit will mail two cards to the requestor for processing. The mail sent from the Commission will include instructions for returning the fingerprint cards to the Commission.

The DOJ will only accept fingerprint cards (FD-258) for teachers whose home address is outside of California. A candidate applying for a Certificate of Clearance should apply online for the Certificate of Clearance prior to sending the fingerprint cards, which should be submitted as quickly as possible.

It is important for candidates to apply as early as possible for the Certificate of Clearance as the Commission has no control over the length of processing time that must be conducted by the California Department of Justice. Delaying this critical step may delay an important part of their fieldwork and clinical practice with California TK-12 schools.

References:

[Out-of-State Candidates Fingerprint Information](#)

Contact Information:

Out-of-State Fingerprints [Contact Us: \(https://educatortools.ctc.ca.gov/ContactUs\)](https://educatortools.ctc.ca.gov/ContactUs)