

CERTIFICATE OF CLEARANCE Application Process & Instructions

The **Certificate of Clearance** is for individuals seeking clearance for entry into a public school setting (observation, field experience, or student teaching). The Certificate of Clearance is verification that you have completed the Commission on Teacher Credentialing fingerprint process.

I. Complete LiveScan Service (Fingerprinting)

- San Luis Obispo County Office of Education (805-543-7732) appointments required.
- University Police – Live Scan Office (805-756-6663) appointment required, walk-ins possible.
- SLO County Sheriff (805-781-4575) appointment required.

II. CTC Online Direct Application (After you have completed fingerprinting)

(PRIOR TO STARTING THIS STEP, YOU WILL NEED TO DISABLE YOUR POP-UP BLOCKER)

- 1) Go to the CTC's website at <http://www.ctc.ca.gov>
- 2) Click on **Apply for a New Document**, then click **Submit an Online application**, and finally click **Submit your Application Online**. Click on Create User ID and Password. Enter your Social Security Number (SSN) and Date of Birth (DOB) and click OK. If you have a file already created with the Commission on Teacher Credentialing then you will see your name and personal information skip to Step 4, otherwise enter your SSN and DOB again and proceed to Step 3.
- 3) Click on **Add of Change Personal Information**. Fill in your personal information and click **Save**. Then click on **Add of Change Address** below your personal information to enter in your current address. Once completed click **Save**. After you have entered your name and address click the **Next** button on the bottom right.
- 4) On the next page click on **Create New** under the heading: **Apply for a Certificate of Clearance**.
- 5) Select **Certificate of Clearance/Activity Supervisor Clearance Certificate** on the drop down next to **General Application Category**.
- 6) Then select **Certificate of Clearance** on the drop down menu next to **Document/Authorization Title**.
- 7) The Certificate of Clearance Checklist will appear on this page and is for your reference only, you **DO NOT** need to print this page out, or send any supporting materials to the Commission on Teacher Credentialing (CTC), unless you are submitting information as required for the Personal and Professional Fitness questions.
- 8) Scroll to the bottom of the page and click **Next**.
- 9) On the next screens you will be prompted on the **Professional Fitness Review Questions**. Answer the Personal and Professional Fitness questions and complete the affidavit to proceed to pay the application fee of \$52.50 with a Visa or MasterCard. If you get to the payment portion and it is more than \$52.50, you selected the incorrect online application, go back and be sure you selected **Certificate of Clearance**.

If you have additional questions, please contact the Credential Office at soe@calpoly.edu, or by phone at 805.756.2126.