



Please Read This Before Continuing:

If you have any of the following from the Commission On Teacher Credentialing, you do **not** need to be fingerprinted again. Just submit a copy of your CTC document with your program application.

- Certificate of Clearance
- Emergency 30-day Substitute Teaching Permit
- Emergency Substitute Teaching Permit for Prospective Teachers
- Provisional Internship Permit
- Designated Subjects Credential
- Short Term Permit
- Child Center Permit

Fingerprinting for the YMCA, a church, after school program, etc., will **not** count so you will need to be fingerprinted again. If you are uncertain about what you have, you may check on-line at <https://teachercred.ctc.ca.gov/teachers/index.jsp> or you may contact Edith Thiessen at 559-453-2256, or edthiess@fresno.edu.

LIVE SCAN PROCESS – CERTIFICATE OF CLEARANCE

The Commission on Teacher Credentialing requires that each individual who wishes to perform certificated services in a California school, including student teaching, or practicums, provide facts which establish his/her true identity and good moral character. Verification of completion of this process must be completed prior to being admitted to the Teacher Education/ Special Education/Pupil Personnel Services programs.

Steps one and two must be completed in this order:

1. Complete the LiveScan electronic fingerprinting process at:

- o Your local police departments
- o Your local sheriff's department

You may go to the following website to check possible agencies, hours of operation and fees. You should be prepared to pay \$71 plus a rolling fee. <http://caag.state.ca.us/fingerprints/publications/contact.htm>

Take with you the completed Form 41-LS (complete the personal information section only)
<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

2. Complete the online application for the Certificate of Clearance with the Commission on Teacher Credentialing.

When you have completed the LiveScan process, you will need to go online to the CTC website to complete the process of applying for the Certificate of Clearance. A credit card is required for this process, and the fee is currently \$29.50.

To apply for the Certificate of Clearance, follow these steps:

- o Go to <https://teachercred.ctc.ca.gov/teachers/index.jsp>
- o Click on: **Direct Application – Non Recommendation Only:**
- o Follow the directions
- o Print out your payment verification

Once the application is entered into CTC's database, it takes approximately two weeks to process, unless you have had a misdemeanor/criminal conviction or other issues. You may be required to provide additional information to the CTC. In this case, processing will take a longer period of time.

REMINDER: A paper certificate will not be mailed to you from the CTC, only an e-mailed verification. This will be the last of three e-mails sent to you by CTC. Print this document and forward it to the Graduate Admission Office.

If you have questions, you may contact Edith Thiessen at 559-453-2256 or edthiess@fresno.edu