

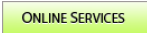
THE CERTIFICATE OF CLEARANCE APPLICATION

Applicants are required to obtain a Certificate of Clearance issued by the Commission on Teacher Credentialing (CTC) in order to begin a Teacher Preparation Program (TPP) at Sacramento State. The online application process is as follows:

- Apply online at www.ctc.ca.gov.
- Print three copies of Livescan 41-LS form at <http://www.ctc.ca.gov/credentials/leaflets/41-ls.pdf>
Submit three copies of the Livescan 41-LS form and processing fees to the LiveScan operator when your prints are taken. Visit <http://caag.state.ca.us/fingerprints/publications/contact.html> for a listing of Livescan locations and fees.
- Complete the Commission's Online Direct Application at https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication
- Before continuing to the fee payment page, PRINT the "Summary, Oath & Affidavit" page.
- Using a VISA or Mastercard debit or credit card, pay the \$29.50 authorized transaction fee, and PRINT the payment confirmation page.
- 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.
- SUBMIT the following copies with your Teacher Preparation application: 1) the "Summary, Oath & Affidavit", 2) the payment confirmation page, and 3) one of your completed Livescan forms.
- Keep a copy of all paperwork submitted for your records.

Q: Now that I've submitted the online application for the Certificate of Clearance and paid the \$29.50 fee to the Commission on Teacher Credentialing, how do I find out the status of my application and when my clearance is issued?

A: If you answered "NO" to all the questions on the online application regarding criminal convictions, misdemeanors, etc., your clearance should be issued within a month or two of the date you submitted your online application. If you answered "YES" to any one of the questions, then the issuance of your clearance could be delayed six (6) months or longer. You check the status of your application on the Commission on Teacher Credentialing (CTC) website:

1. Go to www.ctc.ca.gov
2. Select the  button
3. Select "Educators"
4. Select "Lookup State Of Credentials Held And Applications (Private Search By Social Security Number And Date of Birth"
5. Enter your social security number and your date of birth
6. Select Certificate of Clearance
7. Print this page that shows the issuance date of your Certificate of Clearance and submit it with your Teacher Preparation Program application