

Certificate of Clearance Process

Applicants are required to obtain a Certificate of Clearance (COC) issued by the Commission on Teacher Credentialing (CTC) in order to begin a Teacher Preparation Program at Sacramento State. The Certificate of Clearance requires both fingerprint clearance and completion of the Personal and Professional Fitness questions. **However, it is not necessary to apply for the Certificate of Clearance if you can submit proof you hold a valid California certificate or credential such as an Emergency Permit for subbing, a Pre-Intern certificate, a PPS credential, a Child Development Associate/Supervisor Permit or an Adult Vocational Education credential.

To apply for the COC, all steps below must be completed:

1. Complete the Request for [Live Scan Service form \(form 41-LS\)](#) and take it to a [Live Scan station](#) for your fingerprints to be taken. Include one copy of the Live Scan form with your credential program application packet.
2. Once you have completed your Live Scan fingerprinting process go to <https://teachercred.ctc.ca.gov/teachers/index.jsp> to complete the online application for Certificate of Clearance.
 - Select “Direct Application” (non-recommendation only).
 - Complete your Personal Information and continue to the second page.
 - Under General Credential Selection, select Certificate of Clearance from the drop down menu, then continue.
 - Answer the Personal and Professional Fitness questions and continue.
 - Complete the Summary, Oath, and Affidavit page and then print this page to include with your credential program application packet. Then continue to the Payment Summary page.
 - Make payment (fee subject to change). If you are asked to pay more than \$35, click the “back” button at the bottom of the page to return to the credential selection page and verify that you have selected “Certificate of Clearance” from the drop down menu. If all is correct, then go back to the payment page and complete and submit the application. ****Print the payment confirmation page and include with the credential program application packet****

Check the CTC website at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> regularly to see when your Certificate of Clearance is issued. Print one copy showing the date issued and include with your Program Application packet.

NOTE: If you answered “YES” to any of the Personal and Professional Fitness questions, you may need to submit to the CTC a certified copy of the arrest record and court documents regarding each incident. If you’ve ever been arrested or have convictions, the processing of your clearance application can take up to one year or longer by the CTC. This will mean you may not be eligible to start the credential program if your clearance isn’t issued before the program begins. Please contact the CTC for more information, 1-888-921-2682 (12:00-4:45pm M-F); email credentials@ctc.ca.gov.