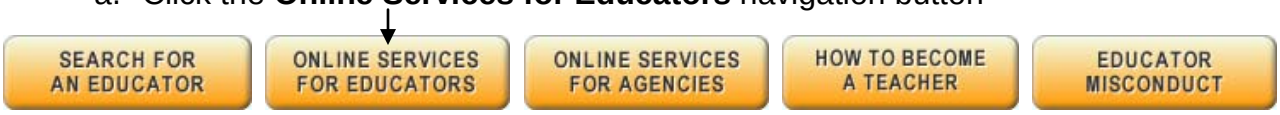
# Certificate of Clearance

## *Quick tips for applicants using the Web Application Process*

*Before beginning student teaching or completing a practicum all individuals must obtain either a Certificate of Clearance or hold a certificate or permit issued by the Commission on Teacher Credentialing. The Certificate of Clearance requires both fingerprint clearance and completion of the Personal and Professional Fitness questions.*

1. Complete the CTC-specific form 41-LS and take it to a Live Scan station for your fingerprints to be taken.
2. Apply for the Certificate of Clearance using the Web Application Process at the CTC website. (www.ctc.ca.gov)
3. **Important:** Before beginning the application process, be sure to turn off all pop-up blockers for this site.

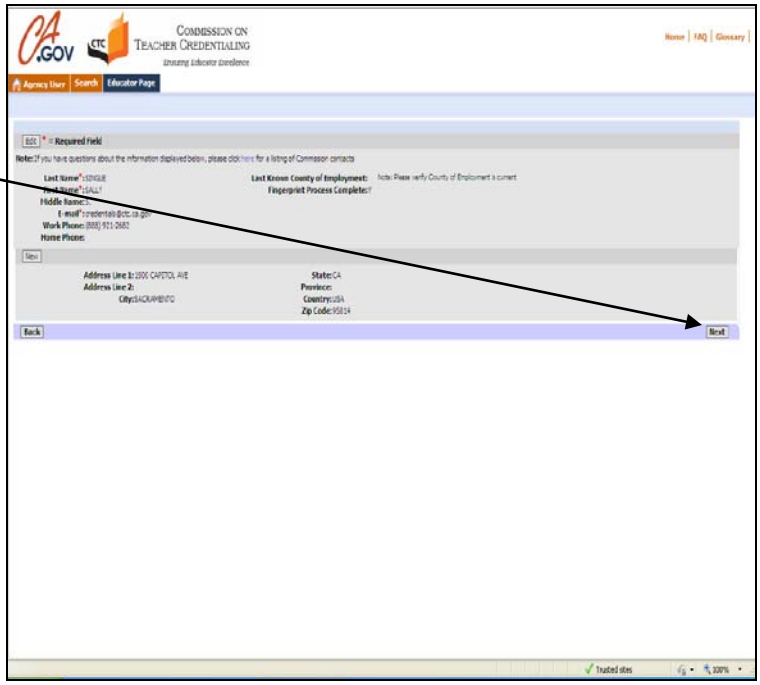
   a. Click the **Online Services for Educators** navigation button



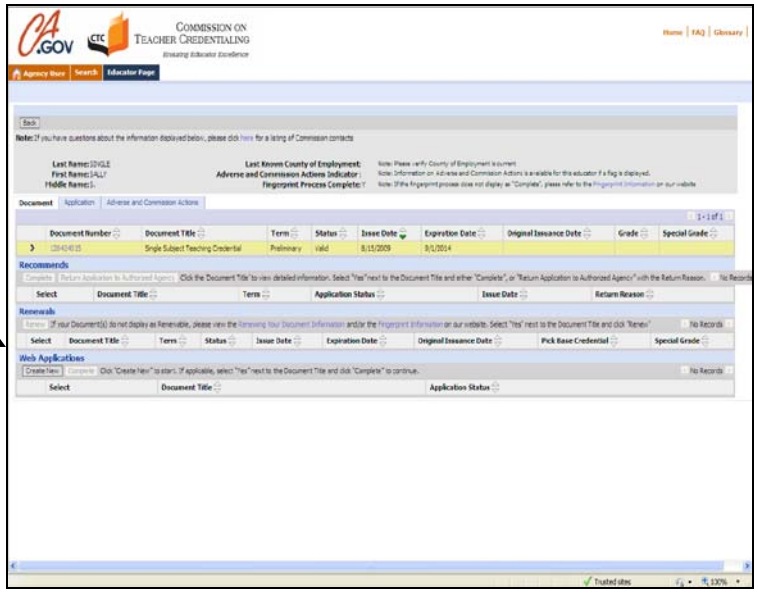

   b. Select the link "**Click Here" to complete your application on the Educator Page**

   c. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.

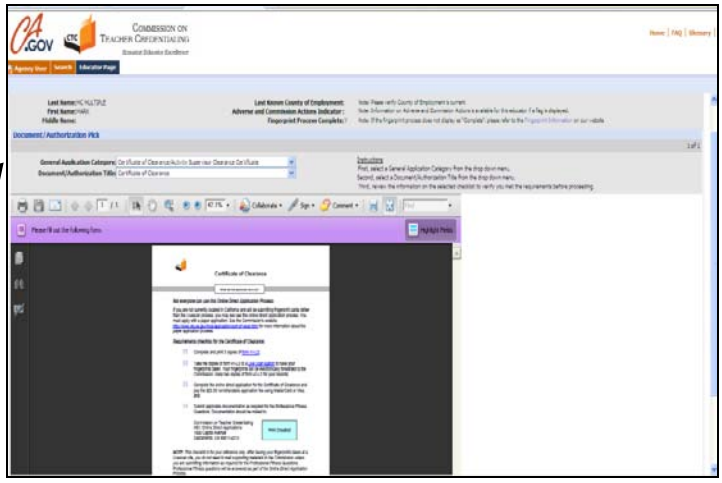
d. Edit/complete your personal profile and click ‘Next.’



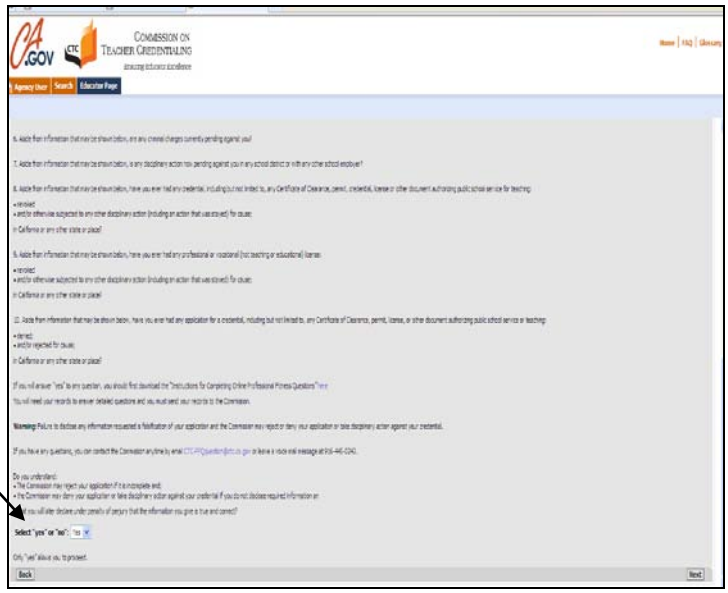

e. Click on the “Create New” button under Web Applications to start your application for the Certificate of Clearance



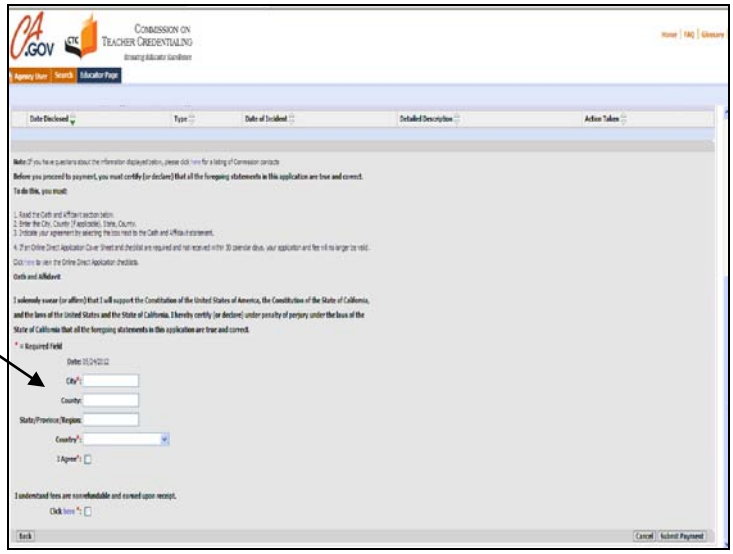
f. Select the Certificate of Clearance from the drop down menus; review the checklist verifying you meet all requirements for the document, print it, click Next.



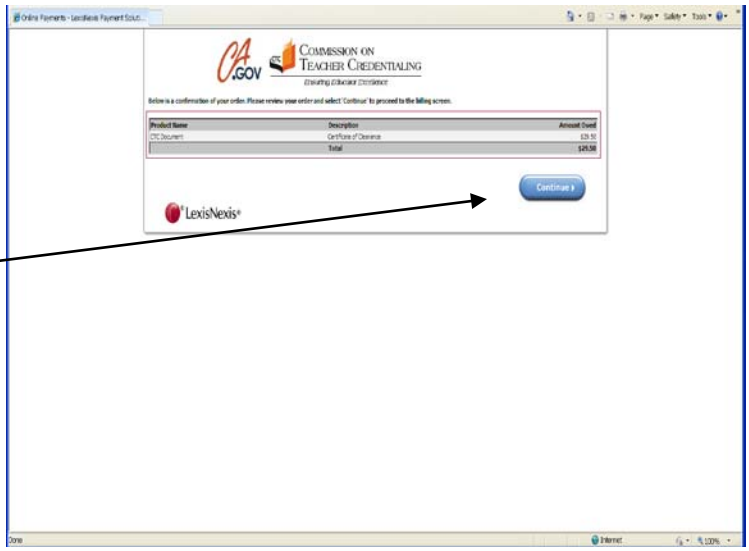
g. Read the Disclosure page for the Professional Fitness questions and answer “Yes” to continue to the next page.



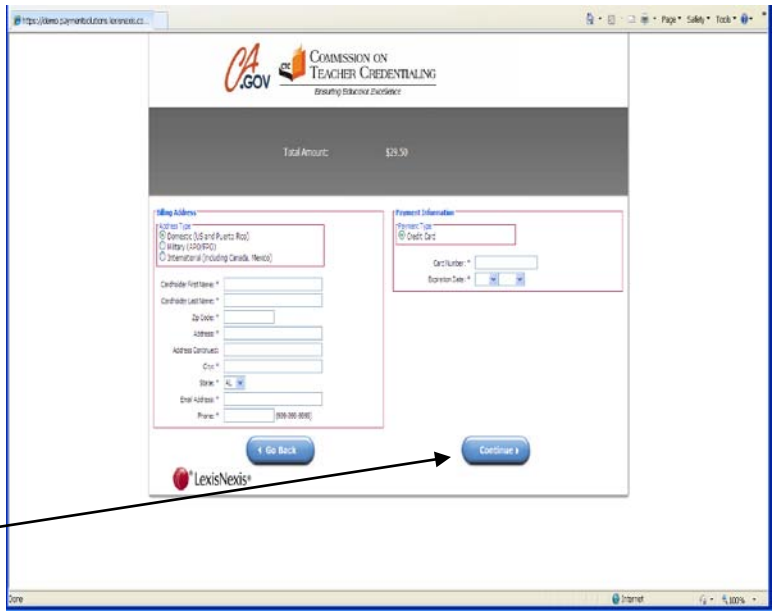
h. Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Submit Payment.



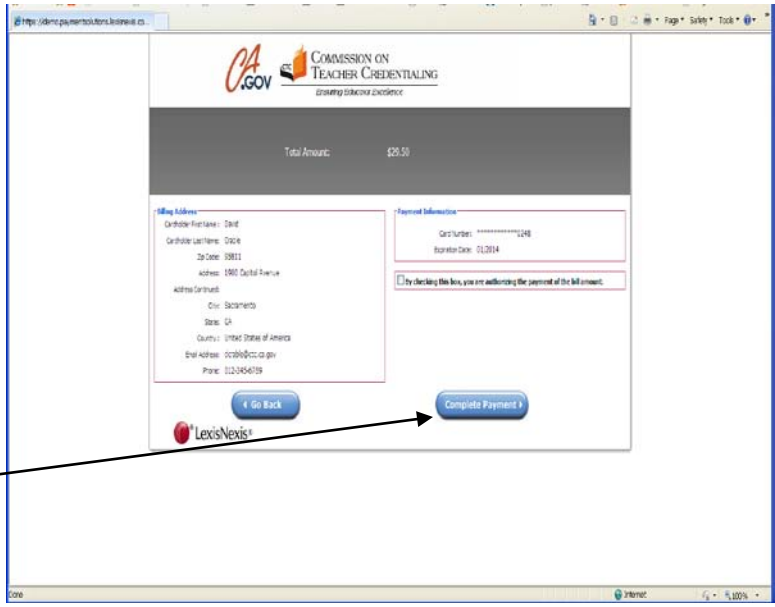

i. The display shows the document applied for and the amount to pay. Click the Continue button.



j. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

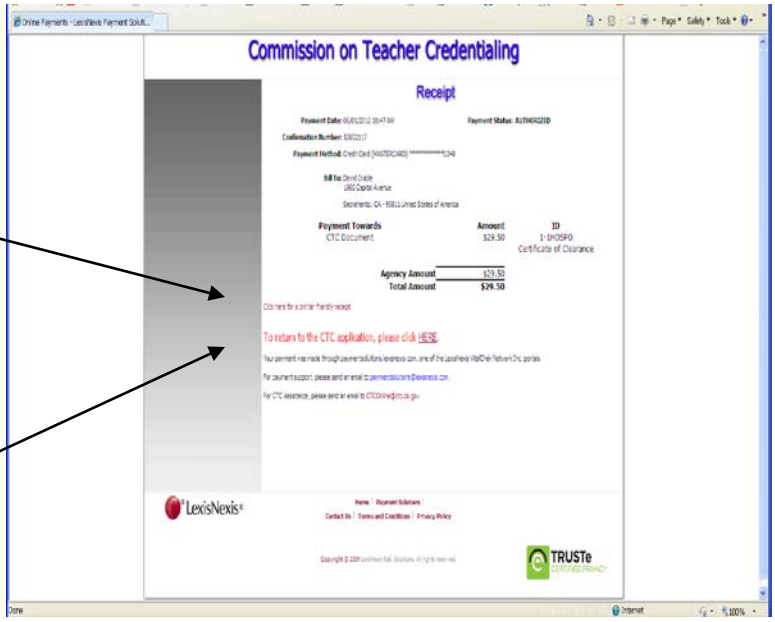



k. Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once.**



l. Use the link provided to obtain a printable receipt for your reference.

m. After printing your receipt, you can return to CTC Online with the link “To return to the CTC application, please click here.”




Note: If you answered “yes” to any of the Personal and Professional Fitness questions you must send required supporting materials to the Commission as per instructions.

*This box is available for use by the IHE or County Office of Education/School District to provide specific local information such as area locations for having prints taken (LiveScan sites) or local contact information.*