Certificate of Clearance

The State of California requires that all teachers, counselors and administrators working with students in public schools have a Certificate of Clearance. **PLEASE NOTE:** If you already have a Certificate of Clearance issued through the Commission on Teacher Credentialing (CCTC), or a valid California teaching or service credential (including emergency permits) which require fingerprint clearance, you are not required to be cleared again.

Fingerprint clearances obtained through other organizations or agencies (e.g. school districts, private schools, group homes, or child care centers) are NOT accepted by the CCTC.

**PLEASE carefully review the Notice of Delay policy on the reverse side of this form prior to filing for your Certificate of Clearance.**

INSTRUCTIONS FOR FILING

**STEP 1: Do a Live Scan Fingerprint Service.**

Complete the “Request for Live Scan Service” form found at [http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf](http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf) and take it to the Sonoma County Office of Education (SCOE) or another Live Scan service location. Your Live Scan fingerprints will be sent electronically to the FBI and the California Department of Justice (DOJ). **Please Note:** If you are planning on obtaining a substitute teaching permit in Sonoma County, have your fingerprints taken at SCOE. If you don’t plan on getting a substitute teaching permit, have your fingerprints taken at a location of your choice; visit [http://ag.ca.gov/fingerprints/publications/contact.htm](http://ag.ca.gov/fingerprints/publications/contact.htm) to search for fingerprinting locations throughout the state. *You can go to any agency that provides live scan fingerprinting provided you use the attached live scan form. Make sure that the Live Scan operator makes you two copies of the completed form. Keep one for yourself and one for the credential program.*

**STEP 2: Navigate to the Commission's online Direct Application Site (Please note: You are not able to use SAFARI to go through this process) You will also need to temporarily disable pop-up blocker prior to starting this process.**

Visit [www.ctc.ca.gov](http://www.ctc.ca.gov); click on the “Online Services for Educators” link in the orange box at the beginning of the page, click on the “Educator Page” in the yellow box, you will be directed to the secure area page.

**STEP 3 (read carefully):** Enter your social security number and date of birth. Be ACCURATE when entering information online as it is critical to the clearance process; errors and/or omissions will result in delays on your clearance. Click “OK” **Note:** If you have previously filed for a permit/certificate with the CTC your information will come up If your personal information appears proceed to step 4. If no information appears you will get the following message “The information entered does not exist in the database, re-enter your Social Security Number and Date of Birth” if you get this message proceed to Step 4A.

**STEP 4: Verify your personal information.** If you need to update your address click on the “New” bottom on the left-hand-side. If no need to update, click “NEXT”.

**STEP 4A:** Enter your Social Security Number and Date of Birth then click “OK”. Click on the “Create Person” button, enter the fields marked with an (*) then click the “New” box to enter your mailing address and click “Save” then “NEXT”.

**STEP 5:** Click on the “Create New” box under Web Applications. In the “Document/Authorization Pick” section in “General Application Category” box select “Certificate of Clearance/Activity Supervisor Clearance Certificate” from the dropdown menu. Then in the “Document/Authorization Title” select “Certificate of Clearance” from the dropdown menu. Click “Next” at the bottom of the page. Answer “YES” at the bottom of the “Professional Fitness Questions” to proceed to answer the questions click “Next” (do this after you answer every questions).

**STEP 6:** After completing the “Professional Fitness Questions” complete the Oath and Affidavit section and click “Proceed to Payment”, a new window will appear to process your payment. Please do not click the BACK or REFRESS button.
STEP 7: Using a VISA or Mastercard debit or credit card, complete the authorized transaction fee of $50.00. Note: a $2.50 processing fee will also be added.

STEP 8: 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.

STEP 9: Print a copy of the email you receive AND submit a copy of it, along with a copy of your Lives can fingerprinting receipt, to the Credentials Office.

Please note: CTC asks that you submit supporting materials to complete the process. This is required only if you answered “yes” to any of the Professional Fitness Questions.

You will not be allowed to begin program coursework until all steps listed above have been completed. It is, therefore, to your advantage to apply for clearance as soon as possible.

GENERAL NOTES

1. Keep copies of all emails and live scan receipts.

2. The CCTC will issue your Certificate of Clearance online only (it can take up to three months for CCTC to receive reports from the FBI and the DOJ and then issue the actual Certificate of Clearance online). To follow the progress of your Certificate of Clearance application or print documentation of the issued Certificate, go to: https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy.

3. If you have questions, please telephone the Credentials Office at (707) 664-2832 or email us at credentials.office@sonoma.edu.

When a person applies for a Certificate of Clearance or a credential via the California Commission on Teacher Credentialing (CTC), a thorough background check is performed by the CCTC. In some cases, if an applicant has a previous record, the CCTC requests additional documentation before a Certificate of Clearance or credential can be granted. This may result in an applicant appearing on a Notice of Delay list. The policy below describes the implications appearing on such a list would have on a School of Education student.

If you have a previous record and would like to discuss the clearance process prior to applying for your Certificate of Clearance, please contact our office at credentials.office@sonoma.edu or 707-664-2832.

Notice of Delay Policy

When students in our programs are placed by CCTC’s Professional Practices Division on a Notice of Delay list, they will be immediately placed on a leave of absence from our program (not necessarily removed from the program) until the issue that placed them on the Notice of Delay list is resolved. Individuals on a Notice of Delay list, by law, are not allowed to participate in pk-12 classrooms.

Students on a Notice of Delay list are not allowed to continue in coursework, field related or not, until the Division of Professional Practices has made a determination about their status. Should a student appear on a Notice of Delay list, he or she must immediately contact the appropriate department chair in the School of Education to address this issue.

If a student is removed from courses and he or she is otherwise making satisfactory progress in the program, the withdrawal will be grade neutral (w); fees will not be refundable under this type of withdrawal unless otherwise allowed by University policy. If a school district continues to allow a student on a Notice of Delay list to participate in a pk-12 classroom, as an intern, substitute teacher or in any other capacity, it is clear that the student will be under the responsibility of the school district and not Sonoma State University.

Important: Being placed on a leave of absence from the School of Education does not equal being on a leave of absence from the University. If an enrolled student does not resolve a Notice of Delay issue & re-enrolls within 1 semester after being removed from coursework, he or she will need to reapply for University admission in order to register for courses in a subsequent semester.