



## Certificate of Clearance

What will this authorize me to do?

### **Not everyone can use this Online Direct Application Process:**

If you are not currently located in California and will be submitting fingerprint cards rather than the Livescan process, you may **not** use this online direct application process. You must apply with a paper application. See the Commission's website:

<http://www.ctc.ca.gov/help/application/cert-of-clear.html> for more information about the paper application process.

### **Requirements checklist for the Certificate of Clearance:**

- Complete and print 3 copies of [form 41-LS](#);
- Take the copies of form 41-LS to a [Live Scan station](#) to have your fingerprints taken. Your fingerprints will be electronically forwarded to the Commission. Keep two copies of form 41-LS for your records;
- Complete the online direct application for the Certificate of Clearance and pay the \$29.50 nonrefundable application fee using MasterCard or Visa; and
- Submit applicable documentation as required for [Personal and Professional Fitness questions](#) (*pdf*) (these questions will be displayed as part of Step 2 of the Online Direct Application Process).

Applicable Personal and Professional Fitness documentation should be mailed to:

Commission on Teacher Credentialing  
Attn: Online Direct Applications  
1900 Capitol Avenue  
Sacramento, CA 95811-4213

**NOTE:** *This checklist is for your reference only. After having your fingerprints taken at a Livescan site, you do not need to mail supporting materials to the Commission unless you are submitting information as required for the Personal and Professional Fitness questions. The Personal and Professional Fitness questions will be answered in Step 2 of the Online Direct Application Process.*

Continue to  
Online Direct  
Application

## **Authorization**

*The Certificate of Clearance is verification that you have completed the Commission's fingerprint process as well as the character and identification processes. Individuals must obtain a Certificate of Clearance or hold a certificate or permit issued by the Commission which required fingerprinting clearance before beginning student teaching.*

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