



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.

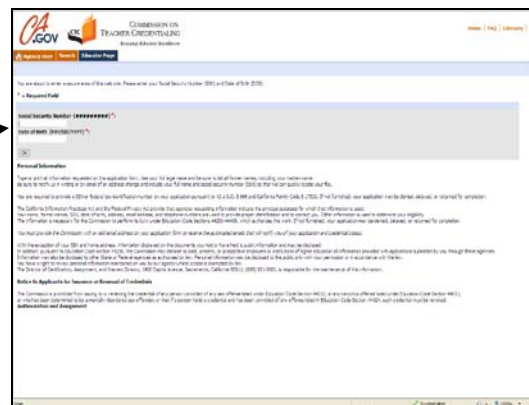
1. Complete the CTC-specific [form 41-LS](#) and take it to a [Live Scan station](#) for your fingerprints to be taken.
2. Apply for the Certificate of Clearance using the Web Application Process at the CTC website. (www.ctc.ca.gov)
3. **Important:** Before beginning the application process, be sure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



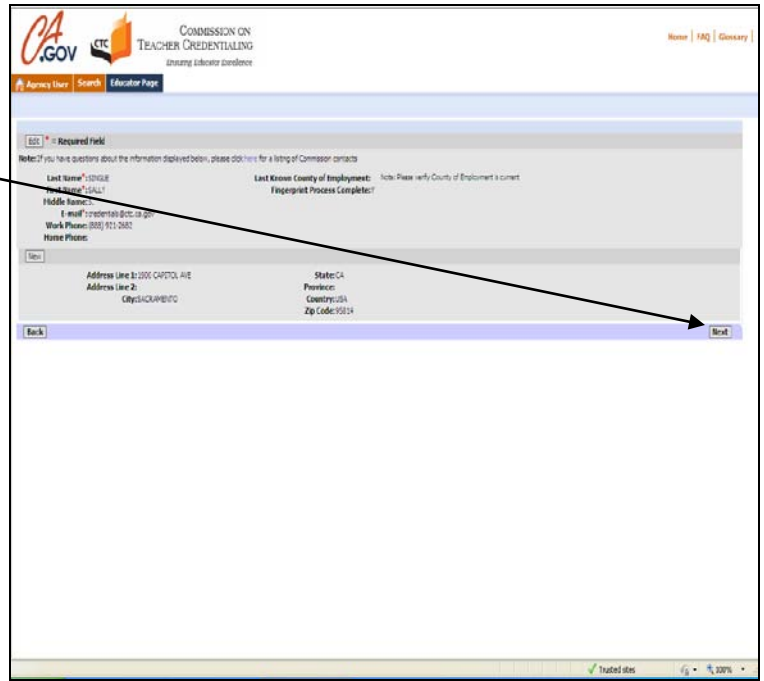
- b. Select the link **“Click Here”** to complete your application on the Educator Page



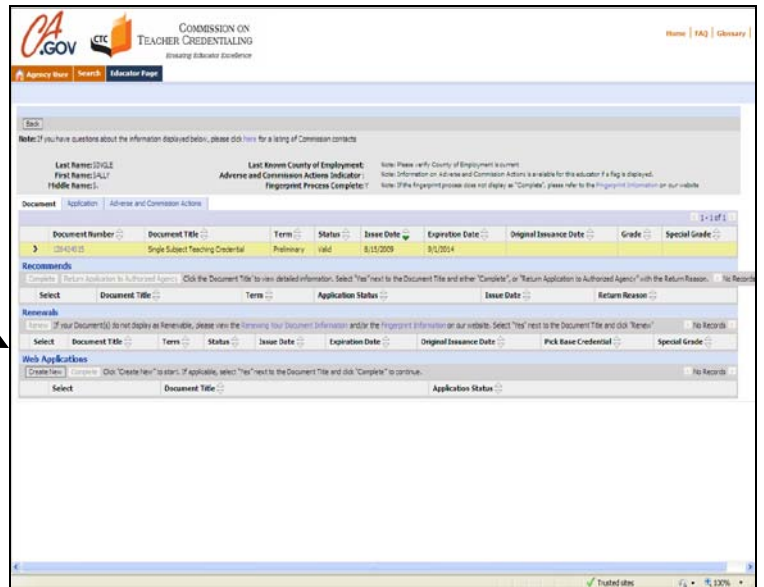
- c. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.



- 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.

The screenshot shows the 'Oath and Affidavit' section of the Commission on Teacher Credentialing website. It includes instructions for users to certify that the information provided is true and correct. Below the instructions, there is a form with the following fields:

- Order ID: 10240202
- City:
- Country:
- State/Province/Territory:
- Country:
- I Agree:

At the bottom, there is a note: 'I understand fees are non-refundable and cannot upon receipt.' and a 'Click here' link. A 'Back' button is at the bottom left, and 'Cancel' and 'Submit Payment' buttons are at the bottom right.

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

The screenshot shows the 'Online Payments - Landbank Payment Svc.' page. It displays a confirmation of the order with the following table:

Product Name	Description	Amount Due
CTC Document	Certificate of Clearance	149.50
	Total	149.50

Below the table, there is a 'Continue' button and the LexisNexis logo. A 'Back' button is at the bottom left, and 'Internet' and '100%' are at the bottom right.

- 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.

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Total Amount: \$25.50

Billing Address

Country Type:
 Domestic (US and Puerto Rico)
 Mexico (USA/MSA)
 International (Including Canada, Mexico)

Cardholder First Name:
 Cardholder Last Name:
 Zip Code:
 Address:
 Address Country:
 City:
 State: CA
 Email Address:
 Phone: (800-365-8000)

Payment Information

Payment Type:
 Credit Card

Card Number:
 Expiration Date: [MM] [YY]

Go Back Continue

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- 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.**

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Total Amount: \$25.50

Billing Address

Cardholder First Name: David
 Cardholder Last Name: DAVIS
 Zip Code: 95811
 Address: 1901 Duhal Avenue
 Address Country: CA
 City: Sacramento
 State: CA
 Country: United States of America
 Email Address: dcdavis@ccca.ca.gov
 Phone: 530-340-6159

Payment Information

Card Number: *****2498
 Expiration Date: 01/2014

By checking this box, you are authorizing the payment of the bill amount.

Go Back Complete Payment

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