

## How to get a Fingerprint Clearance

To be eligible for Student Teaching or an internship credential, you must get your fingerprints cleared through the CTC: a certificate of clearance or previous credential must appear on the Commission's online database. While many students will have previous clearances through districts or private schools, (even if you did LiveScan) FINGERPRINTS MUST BE CLEARED THROUGH THE CTC BEFORE STUDENT TEACHING-- this may require you do the fingerprinting process again. If you are not sure whether you need to re-do the process, check the CTC's Look-up and Status page at <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

If you are not listed, you must complete the CTC fingerprint clearance process.

Having merely done LiveScan fingerprints and submitted a follow-up clearance application electronically is not sufficient, as the CTC regularly sends applications to the Division of Professional Practices for review, for any number of reasons which they do not disclose to us. Professional Practices reviews normally take 4-6 weeks. Therefore, you should be certain to submit both your LiveScan fingerprints and your follow-up electronic application early enough prior to consideration for student teaching to insure that your application will be fully cleared before the placement coordinator begins the process of securing or confirming your placement.

Please note that this is a straightforward legal requirement. No exceptions, waivers, or accommodations of any sort will be considered.

### **How to Apply for the CTC Certificate of Clearance:**

California residents must apply for their Certificate of Clearance **online** effective July 1, 2007. Follow the steps outlined in number 1, below.

1. Print three copies of [Livescan 41-LS form](http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf) [PDF]  
<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
2. Submit the three copies of the Livescan 41-LS form and processing fees to the LiveScan operator when the prints are taken ([Click here to view a listing of Livescan locations](http://caag.state.ca.us/fingerprints/publications/contact.html))  
<http://caag.state.ca.us/fingerprints/publications/contact.html>
3. Navigate to the Commission's [Online Direct Application Site](https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication)  
[https://teachercred.ctc.ca.gov/cctc\\_phase3/InteractionMgr?interactionmgr.interaction=Enter\\_GeneralApplication](https://teachercred.ctc.ca.gov/cctc_phase3/InteractionMgr?interactionmgr.interaction=Enter_GeneralApplication)
4. Complete the online application

5. Using a VISA or Mastercard debit or credit card, complete the authorized transaction fee of \$29.50
6. 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.

The normal processing time for the fingerprint and character and identification process via LiveScan is one to three days. If the application is pending review by the Commission's Division of Professional Practices, the online file will indicate that the application is "pending additional evaluation".

Certificates of Clearance issued on or after February 28, 2005 are valid for five-years. Individuals may view the status of their Certificate of Clearance application on the [Look-up and Status page](https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy): . <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> Online applications submitted prior to 4:00 p.m. PST will display on the website the following day at approximately 2:00 p.m. PST or later.

When requirements for issuance of the Certificate of Clearance are completed, an e-mail will be sent informing the individual that the document has been granted and can be viewed in 48 hours on the [Look-up and Status page](#) .

For help, contact the Credentials Office at (650) 508-3545 or [credentials@NDNU.edu](mailto:credentials@NDNU.edu)