CSUN | MICHAEL D. EISNER
COLLEGE OF EDUCATION

Credential Office (EA-103)
18111 Nordhoff St.
Northridge, CA 91330-8265
Phone: 818-677-CRED   Fax: 818-677-5722
E-mail: credprep@csun.edu

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE

You must obtain a Certificate of Clearance or hold a valid Commission on Teacher Credentialing (CTC) issued document in order to be accepted to a credential program. **If you already hold a valid CTC issued document, you do not need to apply for a Certificate of Clearance.**

Step I: Live Scan

1. Using Internet Explorer, go to http://www.ctc.ca.gov/credentials/default.html
2. Under the "**Educator Login**" tab on the right side, select "**Fingerprint Information**"
3. In the middle of the page, click on "**LiveScan form (41-LS)**"
4. Fill out and print three copies of this form
5. Complete your Live Scan at an agency such as:

   CSUN Department of Police Services
   9222 Darby Avenue (corner of Darby Avenue and Prairie Street)
   Phone: (818) 677-2113
   For hours of operation, information, and current fees visit:
   http://www.csun.edu/police/livescan-notary

Step II: Certificate of Clearance Application

Quick Tips instructions regarding the application process can be found at:
http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf

1. Go to http://www.ctc.ca.gov/credentials/default.html
2. Click on "**Apply for a New Document**"
3. Click "**Submit an Online Application**" Follow the instructions listed under "**Certificate of Clearance (COC)**" and watch "**How to Submit Your Application**".
4. Click "**Submit Your Application Online**". All steps must be complete in order for CTC to process your Certificate of Clearance.

Step III: Verify that your Certificate of Clearance has been granted

1. Once you receive an email from CTC stating that the Certificate of Clearance has been granted, this portion of your program application is complete.

Note: If two weeks go by and you have not heard from CTC, you can look up your status on their website: www.ctc.ca.gov

1. Click on "**Search for an Educator**"
2. Click on "**Secured Search**"
3. Enter your **social and date of birth**, then click "**Search**"
4. When the certificate is granted, you will see it listed under "**Document Title**"
5. If you see the document listed on the CTC website, this portion of your program application is complete. If you do not see your document please contact CTC regarding steps to take next. CTC staff can be reached at credentials@ctc.ca.gov.