



CERTIFICATE OF CLEARANCE INSTRUCTIONS

A Certificate of Clearance is issued by the Commission on Teacher Credentialing (CTC) to candidates desiring to enter a credential program. This is done to determine whether or not a candidate meets the state standards for character and fitness to teach in California's public schools. A Certificate of Clearance is valid for five years.

To apply for a Certificate of Clearance, please follow these three steps:

Step 1

Complete the Fingerprinting Process

- Attend an LBCC Fieldwork Orientation session to receive your placement type, along with instructions and the correct paperwork.

For those placed in an LBUSD school, STOP. You do not need to proceed with a certificate of clearance as LBUSD uses a different system.

- Please refer to instructions provided at your LBCC Education Orientation.
- You will fingerprint by appointment through LBUSD's protocol.

For those placed in all other participating school districts:

- Complete the [LiveScan Fingerprinting form 41-LS](#).
- Print 3 copies. Take them to Livescan vendor [Mail Services](#) on Bellflower Blvd. in Long Beach if using a LBCC voucher to fund your LiveScan with an LBCC grant (first come first served basis while funding is available).
- If not using an LBCC grant, you may LiveScan at any vendor.

- Your fingerprints will be transmitted electronically to the Department of Justice (DOJ), Federal Bureau of Investigation (FBI) and the Commission on Teacher Credentialing (CTC).

Step 2

Apply for a Certificate of Clearance

1. Go to: www.ctc.ca.gov/credentials/submit-online.html
 2. Click on **Submit Your Application Online**
 3. Create/login to your profile on the secure Educator Page by entering your Social Security Number (SSN) and Date of Birth (DOB).
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If this is your first time logging in to the CTC website, you will need to enter your SSN and DOB again.

- Click **Create Person** and enter your information
- Click **Save**
- Click **Next**

If you have already created a profile, verify that your information is correct. Click on the **Edit** button if you need to make any changes to your profile. Make sure to click **Save**, if changes are made.

- Click **Next**

4. Under *Web Applications* click **Create New**
5. Using the drop-down arrow under *General Application*
6. *Category* select **Certificate of Clearance/Activity Supervisor**
6. Using the drop-down arrow under *Document/Authorization*
7. *Title* select **Certificate of Clearance**
7. Scroll down and click **Next**
8. Continue to follow the instructions, answering all *Professional Fitness Questions*
9. Complete the *Oath and Affidavit* section
10. Click **Submit Payment**. There will be a \$50 fee paid to CTC for processing your application. This becomes a credit that will be applied when you complete payment for your future credential application.
11. Continue to follow the instructions to pay for your certificate.

Step 3

Viewing Your Certificate of Clearance

Approximately two to four weeks after filing your Certificate of Clearance application, you can monitor your status online.

1. Go to: www.ctc.ca.gov
2. Click on **Credentialing Information**
3. Click on **Educator Login**, enter your SSN and DOB
4. Click **OK** and your personal information should appear
5. Click **Next**
6. Under the Document section, you should see your Certificate of Clearance document
7. Click on the document number to view/print your Certificate of Clearance

Step 4

Submit Your Certificate of Clearance to LBCC

Once processed, submit the certificate of clearance according to the instructions provided at your LBCC Fieldwork Orientation.

⚠ Please note: For a complete step-by-step guide, please refer to the "How to Submit Your Online Application" video and downloadable pdf on the CTC website:

www.ctc.ca.gov/credentials/submit-online.html



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