

How to Obtain a Certificate of Clearance

Part 1

1. Pickup or download a request for live Scan Service form
2. Fill out section 3 on form (*Required Fields Only)
3. Take form to any certified finger printing location; cost vary from location to location
 - CSUSB Police Department does finger printing located at UP-101
 - Appointments are required by the CSUSB police department: (909) 537-3552
 - Cost varies: Department of Justice fee(s) plus an additional \$20 admin/roll fee
 - At time if appointment you will need Government Issue ID
 - Live Scan is processed electronically; generally, takes 48-72 hours to show up in the system

Part 2

1. Create an Educator Account on CTC website if you do not already have an account
<https://www.ctc.ca.gov/>
2. Log in and verify personal information
3. Visit <https://www.ctc.ca.gov/credentials/fee-and-fingerprint> to learn more information about how to submit a copy of your live scan form to the CTC.
 - Take a picture of your form and email it to the email listed
4. Log in and proceed to page titles Educator Profile (locate at the top of screen highlighted in blue)
5. Check fingerprint status
6. If fingerprint status says "no action required" certificated of clearance is complete and ready to be printed.
 - If fingerprint status box says "pending" please wait up to 3 weeks for this process to be completed
 - If after 3 weeks your fingerprints are not verified, please contact the CTC directly via email or by phone (information located on CTC website)
7. The completed certificate of clearance will be located on the Educator Profile screen (towards the center of the screen) **Click on the document number to access the document**
8. You will then be directed to the document page; your name, document number, and expiration date will appear; **select email document button** to email yourself the document
9. Print PDF from your personal email
 - A personal email is suggested for setting up this account
 - A valid social security number will also be needed to obtain a certificate of clearance