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**TEACHER PREPARATION CENTER  
CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS**

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**HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN**

- Print three (3) copies of the LiveScan form: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>  
You must use the CCTC LiveScan form. If you had your fingerprints taken at a district or for another type of job, these will NOT be electronically submitted to the CCTC.
- Visit a LiveScan Operator – usually a \$60-\$80 charge.
  - ☞ SFSU Department of Public Safety – call 415.338.7200 for an appointment.  
OR
  - ☞ See the State Attorney General’s website for a list of LiveScan operators:  
<http://www.ag.ca.gov/fingerprints/publications/contact.htm>

**COMPLETE THE ONLINE APPLICATION AT THE CCTC WEBSITE**

- Go to: <https://teachercred.ctc.ca.gov/teachers/index.jsp>
- On the left, click on **Direct Application**
- Fill in the required fields and click the **Continue** button until the application is completed.
  - ☞ Be sure to choose **Certificate of Clearance** as the document type.
- Pay the fee – \$29.50
- Print out verification that you completed the application for your personal records.
- Once your COC is processed it can be printed from the internet. After two weeks, log in to the **Credential Look-up** on the CCTC website:  
<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>. If yours does not appear keep checking this site.
- Submit a copy of the Certificate of Clearance to the Credential Admissions Office. **\*\*Please do NOT submit the “Printer Friendly” copy. The document needs to list: your name, the document number and the issuance date.\*\***

*If you already have a Certificate of Clearance OR a CCTC credential (i.e., Substitute Credential, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the above process.*