

SCHOOL OF EDUCATION

NATIONAL UNIVERSITY

The University of Values

- CONVENIENT LOCATIONS
- ONE COURSE PER MONTH
- EVENING CLASSES
- ON CAMPUS AND ONLINE
- NONPROFIT UNIVERSITY



YOUR
UNIVERSITY



OBTAIN YOUR CERTIFICATE OF CLEARANCE

If you hold one of these valid documents, you may have already met the fingerprint, character, and identification process:

Valid

- Activity Supervisor Clearance Certificate
- ~~Previous~~ California Credential
- Designated Subjects Credential
- Emergency Substitute Permit
- Provisional Internship Permit
- Pre-intern Certificate
- Short-Term Staff Permit

Contact Credentials Direct Access for more information on the Certificate of Clearance or other credential topics.

Direct Access Hours:
M-Th 8 a.m. - 8 p.m.
Fri 8 a.m. - 6 p.m.

1.866.682.2237, ext. 8300
credentials@nu.edu

The fingerprint, character, and identification process, needs to be completed to gain the Certificate of Clearance necessary to begin working or observing in a classroom.

Obtaining one is an easy process, but necessary to schedule and participate in any course with a field experience requirement, including Student Teaching.

First, you must have your fingerprints taken via LiveScan at an approved fingerprinting agency. View this link for a list of agencies: <http://caag.state.ca.us/fingerprints/publications/contact.html>

Second, you will need to complete the character and identification process online with the California Commission on Teacher Credentialing (CTC).

Third, you will pay a fee for your Certificate of Clearance application and will then be notified via e-mail when your document has been granted.

Please view the back page for the step-by-step process of obtaining your Certificate of Clearance.

Important things to know:

Certificates of Clearance are valid for five years from the date they are issued. The normal processing time for the fingerprint, character, and identification process is one to three days

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE

STEP 1: Get Fingerprinted

Fill out three copies of the Request for Live Scan (41-LS) form to take with you to the fingerprinting location you have chosen.

41-LS form Link: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

Fingerprint Services, Locations and Hours Link: <http://ag.ca.gov/fingerprints/publications/contact.php>

Be sure that the Live Scan/ Dual Reporting form is marked for submission to the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

STEP 2: Access CTC Personal Profile

Go to the CTC website: www.ctc.ca.gov

From the CTC home page, click the ONLINE SERVICES for EDUCATORS button, then the EDUCATOR PAGE button. Log in to your personal profile, using your Social Security Number and date of birth.

(If you are creating a personal profile for the first time, you will need to enter your Social Security Number and Date of Birth twice. Then click CREATE PERSON, add your name, e-mail and address. Save your changes and then click the NEXT button.)

STEP 3: Apply for a Certificate of Clearance

Scroll down to the “Web Applications” section and select CREATE NEW. Choose the “Certificate of Clearance” as the type of web application to submit then click NEXT. This page will provide a checklist. Save or print the checklist then click NEXT.

You will now answer a series of Personal Professional Fitness Questions and digitally sign the Oath and Affidavit. Finally, you will enter your payment information using a VISA or MasterCard debit or credit card and complete the authorization of the \$35 transaction fee.

Please note:

When requirements for issuance of the Certificate of Clearance are completed, an e-mail will be sent from the CTC that the document has been granted.

Within 48 hours of receiving the confirmation e-mail, your Certificate of Clearance will be viewable through your CTC Personal Profile (Proof of clearance is accessible through the CTC website. You will not be mailed a paper document.)

E-mails from CTC will not be accepted by AOL, Roadrunner, Earthlink, and FrontierNet accounts. Yahoo, Hotmail, or Google e-mail accounts should be used in order to ensure they receive this and other CTC e-mail notifications.