



## Certificate of Clearance Instructions

Apply for your Certificate of Clearance online by following this process.

1. Print one copy of the Live Scan form found here: [Live Scan form \(41-LS\)](#). Complete your information on the form and take it to a location offering LiveScan electronic fingerprint services (Click [here](#) for a listing of Live Scan locations and information). Live Scan services are available at the Cal Poly Humboldt Police Department **by appointment only**. Click [here](#) for information regarding fingerprinting on campus.
2. You will be charged a processing fee by the LiveScan operator for your fingerprints to be scanned. Make sure that the LiveScan operator **makes you two copies** of the completed form. Keep one for yourself and one for the credential program.
3. *After* getting fingerprinted, navigate to the California Commission on Teacher Credentialing's Online Service page found [here](#) and complete the Direct Web Application for the Certificate of Clearance. Click [here](#) for step-by-step instructions.
4. You will have to create an account and answer the professional fitness questions. If you have ANY sort of an arrest record, contact the CTC to find out what additional records you must mail to them.
5. Submit by credit card the required transaction fee of \$52.65 (all online transactions are subject to a \$2.65 service fee in addition to the \$50.00\* application fee). If you are being asked to pay any amount other than \$52.65, you have selected an incorrect certificate title. Immediately following the successful submission of the online application, an email will be sent containing a confirmation number. Use the back button to go back to the Credential Selection page and choose "Certificate of Clearance" in order to complete your application.
6. To look up the status of your Certificate of Clearance application, use the [Educator Login](#) on the CTC's website.

\*The \$50.00 fee becomes a credit applied towards issuance of an individual's initial teaching or services credential. Your fee credit will be applied when you complete the payment process for the credential application submitted online by your program sponsor at the end of the credential program if you complete all program and credentialing requirements.