



**California State University,
Sacramento**

Credentials Office

HOW TO APPLY FOR A CERTIFICATE OF CLEARANCE:

You must obtain a Certificate of Clearance issued by the Commission on Teacher Credentialing (CTC) in order to intern in the public schools. This Certificate will later apply to your credential application. California residents must apply for their Certificate of Clearance *online* effective 7/1/07.

- ☞ Go to: <http://www.ctc.ca.gov/credentials/online-services/>
- ☞ In the top menu bar, click on “Credential Information.”
 - ☞ Then click on “Apply for a New Document” within that box. Next, choose “Submit an Online Application” and follow the instructions for a Certificate of Clearance (COC). You will need to get your fingerprints live Scanned and return to the online application process.
 - ☞ Once you have completed the online application process and paid the fee, you will be allowed to print a receipt. Please print a copy of your receipt for yourself. This receipt indicates ONLY that you have applied and paid for the application process. It does NOT say that you have been awarded the Certificate of Clearance.
 - ☞ Keep checking back online to see if your Certificate of Clearance has been awarded. When it has, print a copy for your records, input the date of completion into CALIPSO under “fingerprints” in the Compliance/Immunizations” section, and scan and upload a pdf into CALIPSO for our permanent records.
 - ☞ Live Scan options include:
 - Sacramento State University Police Department, (916) 278-6851
Rolling Fee: \$10.00. Will allow walk-ins. Open 8am-11:45, M-F.
 - A link to a list of Live Scan locations can be found in the COC instruction page.
- The rolling fee (about \$10-20) is determined by the fingerprinting agency.
- Fees subject to change without notice.

NOTE: You are able to check on the status of your Certificate of Clearance by going to: www.ctc.ca.gov .