



UNIVERSITY OF
SAN FRANCISCO

School of Education

CERTIFICATE OF CLEARANCE INFORMATION SHEET

What is a Certificate of Clearance? When will I need to get it?

A Certificate of Clearance (CofC) is a document issued to you by the California Commission on Teacher Credentialing (CCTC), which verifies that you have completed both the Livescan fingerprint process and the subsequent character and identification process. The CCTC will not issue any document without proof of Clearance. Applicants for the School Counseling Program must submit proof of Clearance as part of their application packet.

I have already been fingerprinted for my job and/or volunteer work. Does this mean I already have a Certificate of Clearance?

Not necessarily. Many employers and volunteer organizations require that their employees/volunteers complete a Livescan process. However, most do not complete a character and identification process through the CCTC. You must have either a current CofC, Teaching, or Services Credential on file with the Commission in order to be accepted into the university.

How can I find out if I have a current Certificate of Clearance, Teaching or Services Credential on file with the CCTC?

You can access all documents issued to you by the CCTC via their online search proxy. **Please Note:** To show proof of clearance with a previously issued CofC, Teaching, or Service Credential your document must be current (valid). If your document will expire before the application deadline you must complete another Livescan and character and identification process (see below for instructions on applying).

To see if you have current documents on file with the CCTC go to:

<http://www.ctc.ca.gov> (select *Search for An Educator*)

(if you have no documents on file you will need to obtain a Certificate of Clearance.)

What do I do if I have had a prior criminal conviction?

You must disclose all prior criminal convictions even if those cases have been dismissed or expunged and regardless of how much time has passed. You will also be required to submit court documents. Though this process can be daunting and may bring up experiences you would prefer to forget, you must be honest and make full disclosure. For more information contact the Credential Analyst at 415-422-2117 or via email at credentialanalyst@usfca.edu.

How can I obtain a Certificate of Clearance?

Obtaining a Certificate of Clearance is a two-step process. You will need to complete the 41-LS Request for Livescan Service. To obtain the 41-LS form please contact the Credential Analyst via email at credentialanalyst@usfca.edu.

Step 1

Take the 41-LS form to a local Livescan service center to have your fingerprints scanned electronically. Livescan service center locations can be found at the California Attorney General website at: <http://ag.ca.gov/fingerprints/publications/contact.htm>

The Livescan service center submits your fingerprints to the Department of Justice (DOJ) and the FBI. The DOJ and FBI will conduct a background investigation and *hold* the results for submission to the CCTC. The Livescan operator will sign the 41-LS form once the process is complete. Keep the copy for your records. **IMPORTANT:** DOJ and FBI do not automatically submit results of their background investigation to the CCTC. You must complete Step 2 in order to notify the CCTC that a background investigation has been completed.

Step 2

Begin the online application for the Certificate of Clearance by going to the CCTC website (<http://www.ctc.ca.gov>). Instructions on how to apply for the CofC are available through the *Online Services for Educators* button (look for Certificate of Clearance Tips). Remember, if you have any prior criminal convictions you must also submit court documents as noted above.

You must complete the online application, pay the CofC fee (\$35 + \$2 processing fee), and click the “submit” button in order for your application to be sent to the CCTC. The CCTC will then contact the DOJ and FBI to obtain results of their background investigation. The next email you receive will be a “verification of clearance” recommendation. Keep this email for your records as it shows that your application has been submitted to the CCTC. The final email will notify you that your Clearance has been issued. NOTE: Once your Clearance has been issued please send a copy to the University’s admission office.

Submit Certificate of Clearance Application forms to:
USF School of Education, Attn: Credential Analyst
2130 Fulton Street, San Francisco, CA 94117
Questions? Call 415-422-2117 or email credentialanalyst@usfca.edu