

CERTIFICATE OF CLEARANCE INSTRUCTIONS

You need either a Certificate of Clearance OR a valid Emergency Teaching Permit to be admitted to SDSU's Credential Program. Certificates of Clearance documents are valid for **five years**.

Step 1 – Complete the LIVE SCAN form:

You may go to any agency offering Live Scan Service. However, we recommend that you go to the following location:

San Diego County Office of Education
6401 Linda Vista Rd., San Diego, CA 92111
Phone (858) 292- 3581; Email: sdcred@sdcoe.net

Appointments are preferred, have priority over walk-in service, and can be made online.

- To schedule an appointment, click on link below: <https://ims.sdcoe.net/livescan/loc.asp>
- Print **2 copies** of the CTC 41 - LS Livescan form below:
<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
- Fingerprint fee is currently \$76.00 (Please note that only money order or cashier's check will be accepted) **This fee does change so please check SDCOE web site for current amount.**

Step 2 – Submission of Personal Information and Fee Payment via the CCTC

Website (after completing the Live Scan Form):

- Visit the California Commission on Teacher Credentialing (CCTC) online application information website:
<http://www.ctc.ca.gov/credentials/submit-online.html>
- Click the **Submit Your Application Online** navigation button
- This will lead to a webpage which requires you to set up your User ID and Password. Click on User ID and Password button highlighted in yellow. *The next page will inquire you to provide your social security number and date of birth.*
- To view the application's instructions step by step, please click on the PDF below:
<http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>

When your clearance is issued, you will be *notified via email* and the *CCTC website will note the issuance of Certificate of Clearance*. You may download a copy of the website information for your records. The normal processing time for the certificate of clearance is approximately 10 business days.

If your application must be reviewed by the Commission's Division of Professional Practice, the process will take longer. The online file will indicate that the application in *pending additional evaluation*. You can contact the CCTC Division of Professional Practice via email

CTC-PFQquestion@ctc.ca.gov or telephone (916) 322-4974.

30 DAYS SUBSTITUTE PERMIT

The Emergency Teaching Permit allows a candidate to seek for employment as a substitute teacher in any public school district. The permit once issued is valid for one year and must be valid while you are enrolled in the credential program.

Application Requirements:

- To qualify for the 30 Days Substitute permit, you must have a Bachelor's degree from a regionally accredited college or university. Official transcripts showing the conferral of your degree is required.
- The candidate must also meet Basic Skills requirements (CBEST). A copy of the exam is acceptable.

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Phone (858) 292- 3581; Email: sdcred@sdcoe.net

Appointments are preferred, have priority over walk-in service, and can be made online.

- To schedule an appointment, click on link below: <https://ims.sdcoe.net/livescan/loc.asp>
- For first time credential applicants who have not previously been fingerprinted or do not hold a valid certificate of clearance or permit previously issued by the CTC.
 - Print **2 copies** of the CTC 41 - LS Livescan form:
<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
 - Print **2 copies** of the San Diego County Schools Clearing House Fingerprint
<https://ims.sdcoe.net/livescan/pdf/FingerprintClearinghouse.pdf>
- Fingerprint and the San Diego County Clearinghouse fee is currently \$135.00. (Please note that only money order or cashier's check will be accepted) **This fee does change so please check SDCOE web site for current amount.**

Step 2 – Submission of Personal Information and Fee Payment via the CCTC

Website (after completing the Live Scan Form):

The San Diego County Office of Education will verify your eligibility and process your 30 Days Substitute Permit via the CTC's online recommendation system. Please note in addition to the fingerprint fees above, a separate document fee of \$100.00 is required for the CCTC online application.

When your emergency substitute permit is issued, you will be notified via email and your document will be posted at the CTC website. You can print a copy of the document for your records.