



SCHOOL OF EDUCATION

**CERTIFICATE OF CLEARANCE**

**Application Process & Instructions**

**1) Live Scan Service Fingerprinting**

- a. **San Luis Obispo County Office of Education** (805-543-7732) **appointments required**
  - i. **NOTE:** If you plan to teach/student teach in San Luis Obispo County, ask the fingerprint technician to place you on the **"county-wide database"**
  - ii. If you plan to go to another county contact that agency for details and or forms
- b. **Cal Poly University Police** (805-756-6663) or other police department that performs LIVE SCAN fingerprinting using California Commission on Teacher Credentialing (CTC) "Request for Live Scan Service" form (41-LS)  
**<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>**
- c. Please ***return a copy*** of the completed form to the School of Education, Student Information Center, Bldg. 2, Room 120, as soon as possible.

**2) CTC Online Direct Application (after you have been fingerprinted)**

- a. Go to the CTC's website at **<http://www.ctc.ca.gov>**
- b. Under the **CA EDUCATORS** tab, click on **"\$ Complete Application and Pay Fee"**, next click on **"Direct Application (Non-Recommendation Only)"** (*7<sup>th</sup> link down on left side of screen*)
- c. Complete Certificate of Clearance application process online and pay required fee

**3) Documenting Proof of Certificate of Clearance**

- a. Photocopy 41-LS form to verify processing of live scan data **AND**
- b. Photocopy your direct application through CTC (online receipt)
- c. Keep these copies for your portfolio and future employment use

**4) The School of Education, Student Information Center will verify your Certificate of Clearance with the CTC when you:**

- a. Apply for admission as a Graduate
- b. Submit a **Step I/A Application** (**Deadline: Monday of the 4<sup>th</sup> week of each quarter!!**)
- c. **NOTE: this process MUST be COMPLETED before you apply to Step I/A**  
Please start this process at, or before, admission to the School of Education.

If you have additional questions, please email one of our Credential Analysts, Peggy Smith Andersen at **[psmithan@calpoly.edu](mailto:psmithan@calpoly.edu)** or Daniel A. Parsons at **[daparson@calpoly.edu](mailto:daparson@calpoly.edu)**.

# REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

ORI: A0281 Type of Application: (check one)  Employment  License, Certification, Permit  Volunteer

Job Title or Type of License, Certification or Permit: Applicant for Teacher Credential

Agency Address Set Contributing Agency:

**California Commission on Teacher Credentialing**

Agency authorized to receive criminal history information

**Box 944270 (1900 Capitol Avenue)**

Street No. Street or PO Box

**Sacramento, CA 94244-2700**

City State Zip Code

**03294**

Mail Code (five-digit code assigned by DOJ)

Contact Name (Mandatory for all school submissions)

**(916) 445-7254**

Contact Telephone No.

Name of Applicant: \_\_\_\_\_  
(Please Print) Last First MI

AKA's \_\_\_\_\_ CDL No. \_\_\_\_\_

DOB: \_\_\_\_\_ SEX:  Male  Female Misc No. BIL -  
Agency Billing Number (if applicable)

HT: \_\_\_\_\_ WT: \_\_\_\_\_ Misc. No. \_\_\_\_\_

EYE Color: \_\_\_\_\_ HAIR Color: \_\_\_\_\_ Home Address: (Applies only if Youth Org/HRA or Public Utility submission)

POB: \_\_\_\_\_  
Street or PO Box

SOC: \_\_\_\_\_  
City, State and Zip Code

Your Number: \_\_\_\_\_  
OCA No. (Applicant's Social Security No.) Level of Service  DOJ  FBI

If resubmission, list Original ATI No. \_\_\_\_\_

Employer: (Additional response for Department of Social Services, DMV/CHP licensing, and Department of Corporations submissions only)

Employer Name \_\_\_\_\_

Street No. Street or PO Box Mail Code (five digit code assigned by DOJ)

City State Zip Code ( )  
Agency Telephone No. (Optional)

Live Scan Transaction Completed By: \_\_\_\_\_ Date \_\_\_\_\_  
Name of Operator

Transmitting Agency \_\_\_\_\_ ATI No. \_\_\_\_\_ Amount Collected/Billed \_\_\_\_\_

41-LS 7/00