HUMBOLDT STATE UNIVERSITY

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). Humboldt County residents are advised to use the HSU Campus Police Department (located on the ground floor of the Student Business Services Building) for their Live Scan fingerprinting, as it costs less than other Humboldt County agencies.

2. You will be charged a processing fee to the LiveScan operator for your prints 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 $52.50 (all online transactions are subject to a $2.50 service fee in addition to the $50.00 application fee). Immediately following the successful submission of the online application, an email will be sent containing a confirmation number. If you are being asked to pay any amount other than $52.50, you have selected an incorrect certificate title. Use the back button to go back to the Credential Selection page and choose "Certificate of Clearance".

6. An email will be sent to you in approximately 10 business days (or possibly longer) indicating your clearance status. Follow the link and the instructions provided.

7. Write your Certificate of Clearance number here and on the Cover Page:

    Document Number: _____ Issue Date:_____

8. To look up the status of your Certificate of Clearance, follow these instructions:

http://www.ctc.ca.gov/credentials/online-services/pdf/profile-status-tips.pdf