



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 or a CofC application (see below) 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 do 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. 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:

<https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy>

(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 Michael Baumgardner at 415-422-2117 or via email at <baumgardner@usfca.edu>

How can I obtain a Certificate of Clearance?

Obtaining a Certificate of Clearance is a three step process. You will need to complete both the 41-LS Request for Livescan Service and Formal Request for Clearance Recommendation (FRCR) forms. To obtain these forms please contact Michael Baumgardner at 415-422-2117 or via email at <baumgardner@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. You will receive two copies of the 41-LS form from the Livescan operator. Keep one copy for your records and submit the other copy with your FRCR form in Step 2. **IMPORTANT:** the DOJ/FBI does not submit results of their background investigation to the CCTC. You must complete the remaining steps in order to notify the CCTC that a background investigation has been completed.

Step 2

Complete the Formal Request for Clearance Recommendation form (front and back) and submit to Michael Baumgardner (address below) with a copy of your completed 41-LS form. Remember, if you have any prior criminal convictions you must also submit court documents as noted above. Once your FRCR and 41-LS forms have been received Michael will submit an electronic recommendation to the CCTC via a third party vendor. **IMPORTANT:** you will need to complete Step 3 in order to complete the recommendation process. At this point the vendor simply holds the recommendation until you complete Step 3.

Step 3

Once your recommendation has been submitted you will receive a series of emails. The first email is the most important. This email notifies you that you have been recommended for a CofC by the University and will contain a link to the CCTC website where you will be able to access your electronic application. You must complete the online application, pay the CofC fee (\$29.50), and click the “submit” button in order for your electronic application to be sent to the CCTC. The CCTC will then contact the DOJ/FBI to obtain results of their background investigation. This will complete Step 3. 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. This email will contain a link to the CCTC website where you can download copies of your Certificate of Clearance. 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: Michael Baumgardner
2130 Fulton Street. San Francisco, CA 94117
Questions? Contact Michael at: 415-422-2117 or via email at: <baumgardner@usfca.edu>