

State of California Clearance Requirement

KSOE Implementation Process

Introduction:

It is required by state law that every participant in a basic credential preparation program undergo a moral fitness/fingerprint clearance check by the California Commission on Teacher Credentialing (CTC). In order to complete this fitness process you must apply for an appropriate certificate or credential issued by CTC and have that document issued in your name by the Commission. If you follow the steps listed below the resulting clearance will be valid at any California credential program.

KSOE Clearance Requirement Deadlines:

Before being officially admitted to a KSOE basic credential preparation program (Multiple Subject, Single Subject, Education Specialist, School Counseling or School Psychology) you must have applied and PAID for a document issued by the CTC. The document must be ISSUED prior to the start of any student teaching or practicum assignment that involves direct contact with K-12 students.

What is your Current Status with the CTC?

Go to the CTC website (www.ctc.ca.gov) and click the green button "Lookup a Teacher". On the next screen click on the [Private Look-up including pending applications](#) option. Follow the instructions to the next webpage that allows you to enter your SSN and your birth date.

- If a credential summary page appears and you have been issued a document or have an application in process, print out a copy of that page and include it with your application materials to the KSOE. You have met the application requirement but will need to provide proof that the document has been issued before your first full K-12 student contact.
- If your search does not produce a result then the Commission has not received an application in your name and you need to apply for a Certificate of Clearance immediately.

Applying for a Certificate of Clearance:

The KSOE will be happy to support your application for a Certificate of Clearance. Applying through the KSOE will simplify your application to the School of Education though you may apply directly through the CTC yourself if you prefer that option.

Making a Live Scan Appointment *REQUIRED*:

1. The first step is to consult the website <http://ag.ca.gov/fingerprints/publications/contact.php> which lists all approved live scan providers statewide on a county by county basis. Make an appointment to have your live scan taken or choose a provider who allows "walk-ins".
2. Fees: The live scan operator will charge a "rolling fee" for his services. You will also need to pay \$51 to the DOJ and the FBI for conducting the fingerprint checks.
3. Bring the three-part 41-LS form (<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>) and a picture ID to the appointment. The LS operator will complete the rest of the form and retain one copy. Keep the second copy for your files.
4. Bring the third copy of the 41-LS to the KSOE Credential Analyst, Mel Hunt along with your EMAIL ADDRESS. Unfortunately, AOL email system does not support this process since the CTC emails are classified as spam by AOL.

Paying for the Certificate of Clearance:

Once the Credential Analyst has proof your prints have been scanned, you will be recommended on line for the Certificate of Clearance.

1. You will be notified by email that the recommendation has been made.
2. At that point you need to click on the link in the email to complete the application process, including paying the \$29.50 fee to the CTC and answering the fitness questions, under oath. (This money will be credited to you when you apply for a teaching credential.) **YOU MUST USE THE LINK AND PAY OR YOUR PRINTS WILL NOT BE CHECKED.**
3. Once you have paid the fee your prints should clear within 10 working days unless you have answered “yes” to one of the fitness questions. Check your status using the Credential Look Up function and if your application takes more than three weeks, contact the Department of Professional Practices at 916-445-0243 between 12 noon and 5 p.m. PST, Monday through Friday as it is possible that your application may be stalled and your call will correct the situation.
 - a. If you need to answer “yes” to one of the fitness questions, then you may need to obtain the official court paperwork regarding each incident. Citations for traffic offenses generally do NOT need to be reported unless driving under the influence and/or you caused serious bodily harm. If you have **any** questions about your legal status please contact the Credential Analyst Mel Hunt at 925-631-4727.

Getting the Certificate of Clearance

When the Certificate of Clearance is granted, both you and the KSOE will be notified by CCTC that the document has been posted to the web. A copy of that email will be added to your KSOE file. A printed version will not be issued and should you or anyone else need proof of issuance, the record on the web serves as that proof.

Additional Information

You may have had another type of fingerprint clearance check done on you in the past either for work with children or for national security related employment. Unfortunately, NONE of these prior clearances will replace the one required by CTC. The reason that prior clearances do not apply for teaching is that the clearance for teaching is not just on your past record. Once your file is opened in Sacramento with the CTC it will remain active throughout your teaching career and all future arrests will be reported to the Commission. Simply being arrested for some offences can impact your ability to remain in the classroom with children.

Remember that this is a disclosure process and that it is vital that you include ALL relevant information when you respond to the Certificate of Clearance questions.

If you need to contact the Credential Analyst, he can be reached at the following:

Mel Hunt, Credential Analyst
(925) 631-4727
(925) 376-8379 fax
mlhunt@stmarys-ca.edu

Checklist for the Moral Fitness Process

STEP 1: Determine your current status with the California Commission of Teacher Credentialing (CTC). Go to <https://teachercred.ctc.ca.gov/teachers/PersonalSearchProxy> and enter your SSN and birth date as instructed.

YES My name is found by the search and I have a document issued in my name by the CTC.
Print out a copy of the Summary Page and include it with your application to the KSOE.
You have completed the moral fitness process.

OR
YES My name is found and I have an application pending but no document yet issued.
You have met this ADMISSIONS requirement for the KSOE
BUT
Not the precondition for field placement. Continue to look up your status and once the document is issued get a copy of the summary page to the Credential Analyst.

NO When I search my name is NOT found and I get the message:
Error: No Records found matching search criteria.
Your prints have not been submitted to CTC for Clearance. Unless you have applied for a permit through a district in the last three weeks, you need to proceed to Step 2.

STEP 2: Making a Live Scan/Fingerprint Appointment:

Go to the website <http://ag.ca.gov/fingerprints/publications/contact.php> and select a convenient location to have your prints scanned. The Live Scan locations are organized by county and notes the hours each location is open:

- You will need to pay \$51 in fees to the FBI and the state DOJ for their analysis
- You will need to pay a “rolling fee” to the Live Scan provider (\$10 to \$25)
- You will need to bring a photo ID with you to the scanning appointment
- You will need to bring the CTC form 41-LS in triplicate to the scanning. You print a copy of the form at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>.

STEP 3: Recommendation Process

Provide the KSOE with a copy of the completed 41-LS form. Write your current email address on the copy you submit to the KSOE.

- a. Once the Credential Analyst has a copy of your completed 41-LS he will recommend you to the CTC for a Certificate of Clearance (CoC).
- b. Once you are recommended, the CTC will automatically send an email notifying you of the recommendation and advising you to pay for your Certificate.
- c. If you are not recommended within two business days of submitting the 41-LS please contact Mel Hunt at mlhunt@stmarys-ca.edu

STEP 4: Responding to the Recommendation Email

- a. Click on the link in the notification email.
- b. Answer the fitness questions and pay the \$29.50 fee with a credit card

YOU HAVE MET THIS ADMISSION REQUIREMENT FOR THE KSOE

STEP 5: CTC issues the document

- a. Respond promptly to any requests from CTC for additional information
- b. If you have not answered Yes to one of the fitness questions, your CoC should be issues with a few days.

ONCE THE DOCUMENT IS ISSUED, YOU HAVE MET THIS KSOE FIELD PLACEMENT REQUIREMENT