

State of California Clearance Requirement KSOE Implementation Process

Background and Context:

Perhaps the most basic responsibility of those who are engaged in education is the protection from harm of the children who come into their care. One possible source of harm can be found in the actions of the adults with whom children come into contact during the time they are participating their educational activities.

Recognizing this reality the State of California, its public and private school districts, teachers, counselors, educational professionals, other school employees, parents and the public have all cooperated to develop administrative procedures to support the goal of protecting our children. As you begin your career in education you need to understand that your active and complete participation in this system is essential.

The system is not perfect. It does require that you spend money and devote time to ensure that you are in compliance with it. You will likely need to continue to spend money and devote time to support the effectiveness of the system throughout your career. Remember for whom the effort is being made and the consequences when fails. In addition, once you hold a document issued by the Commission on Teacher Credentialing (CTC) you have a legal responsibility to report the possibility that a child is being harmed whenever evidence is known to you.

The foundation of this system of protection is use of fingerprints, social security numbers and birth dates to determine if an individual has been found to have acted in a manner that suggests they are not suitable to be in contact with children. The right to privacy that each of us has means that our personal information cannot be shared by one body to another, even if both are part of the same level of government. So you will need to provide fingerprints and pay for clearance processes multiple times in your career in education. Most of the time you will need to pay for the process yourself. Remember for whom the effort is being made and the consequences when fails.

What does it mean to me?

In California it is the responsibility of the CTC to monitor the fitness of all those holding credentials to be in contact with children. So it is required by state law that every participant in a basic credential preparation program undergo a moral fitness/fingerprint clearance check by the (CTC). In order to complete this fitness process you must apply to the CTC for an appropriate certificate or credential and then have that document granted by the Commission.

As you progress through your program and participate in activities on school sites that being you into contact with children you need to be prepared to respond to requests from those school sites that you participate in their own fitness process. You will be informed by the school site of any steps you may need to take. The prints you had taken

for the CTC process cannot be shared with the school site.
When you follow the steps listed below the resulting CTC clearance will be valid at any California credential program and you will be eligible for full admission to the KSOE.

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 CTC for an appropriate document. That document must then 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 gold "Search for an Educator" button. On the next screen click on the "**Secured Search**" option. Follow the instructions to the next webpage that allows you to enter your SSN and your birth date.

- If personal webpage follows it means that the CTC already has you in their system. The page will allow you to see all the documents CTC has already issued for you. If one or more of the documents is still valid, print out the screen and include it with your application to the KSOE.

- If the Document webpage a currently valid document but the Application webpage shows you have a pending document, print out a copy of the Application page and include it with your application materials to the KSOE. You have met the admission requirement but will need to provide proof that the document has actually 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:

You must apply directly to the CTC for your Certificate of Clearance. Use the link below for information on how to complete the CoC application process:

<http://www.ctc.ca.gov/help/application/cert-of-clear.html>

The Live Scan form (41-LS) is available at: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>

Once you have completed the online application and paid the fee your prints should clear within 10 working days unless you have answered "yes" to one of the fitness questions. If you need to answer "yes" to one of the fitness questions, then you need to

follow the instructions on the CTC website regarding the additional information you will need to provide to the Commission staff.

Getting the Certificate of Clearance

When the Certificate of Clearance is granted, both you will be notified by the CTC that the document has been posted to the web. 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. You will need to provide a copy of the CoC printed form from the web your Program Assistant to complete the KSOE fitness requirement.

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 additional information contact the Assessment Coordinator

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