



Certificate of Clearance Online Application Instructions

*Note: You need to apply for a Certificate of Clearance. **Do not** apply for the credential in which you wish to obtain.*

Step 1: How to get your fingerprints taken (Live Scan):

- Obtain a **Request for Live Scan Services Form**. The Request for Live Scan Services Form is available at <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>
- For **Live Scan locations** near you visit:
<http://www.ag.ca.gov/fingerprints/publications/contact.htm>
- Complete the top portion of the Live Scan form and take it to a Live Scan station to have your fingerprints submitted to the Department of Justice (DOJ) and FBI.
- Pay the Live Scan operator the processing fee. The fee set by each Live Scan Station varies.
- **Request to have one copy of your completed and signed Live Scan form.**
- After you have completed your Live Scan Form, your fingerprints will be electronically forwarded to the Commission on Teacher Credentialing.

Step 2: After you have your fingerprints (Live Scan) taken:

- Send *a copy* of your completed Live Scan Form to Dominican University. **Keep the original copy for your personal records.**
- Go to the California Commission on Teacher Credentialing web site: <http://www.ctc.ca.gov>
- In the middle of the page, click the green box titled **“Online Applications and Status”**
- Click on **“Complete My Certificate of Clearance”**
- Read the information regarding the requirements needed in order to proceed with the online direct application process.
- Print checklist.
- At the bottom right hand corner, click on **“Continue to Online Direct Application”**
- Fill out the application.
 - On the second page, make sure you are applying for the **Certificate of Clearance**.
- In order to submit the application to the Commission, a \$29.50 nonrefundable application fee must be paid by MasterCard or Visa.

Please note: if you answered “yes” to any of the Personal and Professional Fitness questions, additional supporting materials are required. Please submit necessary documents as instructed by the Commission’s guidelines.

Applicable Personal and Professional Fitness documentation should be mailed to:
Commission on Teacher Credentialing
Attn: Online Direct Applications
1900 Capitol Avenue
Sacramento, CA 95811-4213

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Certificate of Clearance Online Application Instructions (continued)

Step 3: Forward Payment Confirmation Email to Dominican

- Shortly after your application is completed the Commission will send you a payment confirmation email.

If you are applying to ***Dominican University of California in San Rafael***, please forward the confirmation email to Moriah Dunning at moriah.dunning@dominican.edu or mail to:

Dominican University of California
Office of Admissions
50 Acacia Avenue
San Rafael, CA 94901-2298

For questions or concerns please call the Office of Admissions (415) 485-3280

If you are applying to ***Dominican University of California, Ukiah Center***, please forward the confirmation email to lisa.kelly@dominican.edu or mail to:

Dominican University of California
Ukiah Center
2240 Old River Road
Ukiah, CA 95482

For questions or concerns please call the Ukiah Center at (707) 463-4800