



Humphreys  
University  
EST. 1896

## Certificate of Clearance Requirement for the Humphreys University Credential Program

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Applicants must submit fingerprints via “Live Scan” and be “cleared” before observing or working with students. The clearance is processed through the California Commission on Teacher Credentialing (CCTC). Background checks are conducted by the California Department of Justice and the Federal Bureau of Investigations (FBI). When “cleared,” a student will receive an email verifying the “Certificate of Clearance.” This process can take time, so we encourage you not to delay the completion of this task. Note: Liberal Studies, ECE, and other majors who may have been fingerprinted, but do not have a “Certificate of Clearance” from the California Commission on Teacher Credentialing, must be fingerprinted again. **Applicants with a valid Emergency Teaching Credential/Permit OR a Child Center Permit are cleared and do NOT need to reapply for the “clearance” but do need to submit a copy with their credential program application packet.** To print new copies of the “clearance” go to [California Commission on Teacher Credentialing](#) and follow Step 3.

### TO APPLY FOR A CERTIFICATE OF CLEARANCE ONLINE, SIMPLY FOLLOW THESE STEPS:

#### Step 1: Go to a Live Scan Fingerprint Service

Take a copy of the [Live Scan 41-4 form](#) to the operator where the prints will be imaged. Please see the attached list for participating agencies and fees listings in the local area. For a complete listing of Live Scan locations all over California, [click here](#).

#### Step 2: Navigate to the Commission’s Online Direct Application Site

After completion of the Live Scan fingerprinting process, go to the [California Commission on Teacher Credentialing website](#). CLICK ON “*Direct Application (Non-Recommendation Only)*”, found on the left side of the page and choose “*Certificate of Clearance*”, found in the drop-down menu on the second page. Complete the online application.

Using a VISA or MasterCard debit or credit card, pay the authorized transaction fee of \$29.50 (paying a higher fee indicates incorrect process). Immediately following the successful submission of the online application, an e-mail will be sent containing a confirmation number and a link to the Track Payment web page.

Print out a copy for your records.

#### Step 3: Submit a copy of the Certificate of Clearance to the Credential Program

An email will be sent to you within approximately one week indicating your clearance status. Follow the link and the instructions provided. If the individual must be reviewed by the

Commission's Division of Professional Practice, the process will take longer to allow for the review process. The online file will indicate that the application is pending additional evaluation. Return to the [Commission's website](#): Select "*Search for Teacher's Application Status and Credentials Held.*" Enter your Social Security Number and date of birth. Click on the link for your Certificate of Clearance.\*\* **Print two copies of the clearance page. Please submit the non-printer friendly version that displays your document number with your Humphreys College Credential Program Application Packet. Keep the other copy for your records.**

## READY TO ENROLL?

Contact an Admission Counselor for more information at: (209) 478-0800