

CERTIFICATE OF CLEARANCE

Due May 1st of the year admitted

Are you planning to become a teacher?

You will need a valid Certificate of Clearance or a valid Emergency 30-day Substitute Permit prior to the start of your student teaching placement during the credential program. Either document verifies that you have completed the California Commission on Teacher Credentialing's required background check and are cleared to begin student teaching.

Not sure which credential program you want to attend?

No problem! The Certificate of Clearance works for all California credential programs so you can start the Certificate of Clearance process while you are still deciding which program you want to attend. Although not required by UCD, some programs require you to submit proof of your Certificate of Clearance with application materials so it is important to get the process started early.

Why should you apply for the Certificate of Clearance NOW?

When you apply for your Certificate of Clearance, your fingerprints are sent to the California Department of Justice and the FBI for processing which can take anywhere from a few days to several months. Any delays in processing may impact your ability to begin student teaching. Applying early allows you enough time to resolve a problem if one should arise.

Do you already hold a Substitute Permit?

If you currently hold a valid 30-day Emergency Substitute Permit, you have already completed the background check. Please contact Student Services at educadvising@ucdavis.edu to inform us you hold a sub permit.

How can you apply for a Certificate of Clearance?

Follow the Commission on Teacher Credentialing's online application process with a step-by-step checklist which can be found at: <https://www.ctc.ca.gov/credentials/submit-online.html>.

For more detailed instructions, visit the "Admitted Students – Things to Do" section on the UC Davis Teacher Education website: <https://education.ucdavis.edu/info-admitted-students>.

What may cause a delay in obtaining a Certificate of Clearance?

(1) Incomplete Application – complete both parts:

- Step 1: Go to a Live Scan operator with the appropriate CTC form and have your fingerprints scanned.
- Step 2: Submit your online application- Find complete details on our website at: <https://education.ucdavis.edu/general-information/8-certificate-clearance>
- **Incorrect SSN or full legal name & date of birth on Livescan & Clearance application.**

(2) Professional Fitness Review

You must disclose of all criminal convictions, even those that have been expunged. If you answer YES to any of the Professional Fitness questions, additional documents must be submitted. Please review the Commission's directions at: <https://www.ctc.ca.gov/educator-discipline/pfq-applications>.

A criminal conviction does not automatically disqualify you from obtaining a Certificate of Clearance but it will significantly delay the issuance by several months. Our Admission Coordinator, Tracy Falk, is here to confidentially assist you. Please contact her at tafalk@ucdavis.edu or (530) 752-2367.