A Certificate of Clearance from the California Commission on Teacher Credentialing (CTC) is required prior to placement in observations, practicum, fieldwork or student teaching.

Make an on-line appointment for DUAL REPORTING at the San Diego County Office of Education (SDCOE), www.sdcoe.net/livescan/week.asp. Print out two copies of the dual reporting form available on the web site www.sdcoe.net/livescan/pdf/DualReporting.pdf and bring them to the appointment. Complete the dual reporting livescan process.

USE ONE OF THE FOLLOWING 3 OPTIONS TO APPLY FOR CLEARANCE:

1. Apply through the USD Credential Analyst: Fill out and submit the “Contract for Preparing to be a Teacher/Counselor” form to the Credential Analyst along with a copy of the completed dual reporting form

OR

2. If you have your Bachelor’s Degree and have passed CBEST, apply for an emergency substitute teaching permit at the SDCOE Credential Office, Room 404A with the materials listed on this web page*: http://www.sdcoe.net/hrt2/cred/?loc=sub Fill out and submit the “Contract for Preparing to be a Teacher/Counselor” form to the Credential Analyst

OR

3. Apply on the CTC web site www.ctc.ca.gov use the green “online services” button, and the “educators” link. Fill out and submit the “Contract for Preparing to be a Teacher/Counselor” form to the Credential Analyst

YOU WILL NOT BE CLEARED FOR any FIELDWORK IF YOU DO NOT SUPPLY THE CREDENTIAL ANALYST WITH THE CONTRACT

When the CTC has completed their professional fitness review an email will be sent informing you that the certificate of clearance or substitute permit has been issued. FORWARD A COPY OF THIS E-MAIL TO THE CREDENTIAL ANALYST AT Credential@sandiego.edu.

The ONLY time you do not need to apply for the certificate of clearance is if you already have a current valid certificate of clearance, credential or substitute permit issued by the CTC. You must still submit the contract to be cleared for fieldwork.

If you have any questions contact the Credential Analyst in Room 101D, (619) 260-4821, Credential@sandiego.edu.
What to do if you think there is something on your record that may effect your qualification for the certificate of clearance.

The state of California takes the safety of its children very seriously and has one of the most extensive background checks in the nation. The background search performed by the Commission on Teacher Credentialing (CTC) Department of Professional Practices (DPP) is comprehensive and they will be informed of everything on your record including instances that have been expunged. Therefore you will want to disclose any and all instances when you fill out the on-line professional fitness questions. The information you submit to the CTC is confidential and they will not use information that they do not need.

IF YOU HAVE ANY QUESTIONS YOU ARE ENCOURAGED TO SEEK LEGAL ADVICE. Your personal information is confidential and the Credential Analyst is not qualified to answer ANY questions about your background or record so please do not ask.

Should your information be referred to DPP because of something on your record your application for the certificate of clearance may be delayed for up to one year. To avoid such a delay you want to complete the following should you answer yes to any of the professional fitness questions:
1) disclose any and all instances when responding to the professional fitness questions
2) submit a letter explaining your situation to the DPP:
   Commission on Teacher Credentialing
   Department of Professional Practices
   P.O. Box 1559
   Sacramento CA 95812-1559
3) include with the letter:
   Records of arrests
   Records of licensing actions
   Police Reports
   Court documents
   Conviction documents
   Dates
   Remedial actions and professional growth completed since the incident such as AA logs and including counseling
   Letters of recommendation from professional colleagues referring to the incident or mis-conduct

So-called “minor offenses” such as DUI that are more than 5 years old will usually result in clearance once the DPP has completed its investigation.

Information on deniable offenses is available in sections 44346, 44346.1 and 4424 of the California Law: Education Code, searchable at the following web site:
www.leginfo.ca.gov/calaw.html