



**College of Health, Human Services, and Nursing
Department of Child Development**

TB/Live Scan/Certificate of Clearance Requirements for Child Development Majors

Child Development students who intend to register for fieldwork courses (CDV 180, CDV 240, and CDV 496) must first submit a mandatory TB/Certificate of Clearance to the Child Development Advisor (Lisa Langford) in Welch Hall 300, in order to receive a permission number for these courses.

Step 1: Negative TB Test or Chest X-ray

A TB test can be completed at the Student Health Center or with your Primary Care Physician. You can schedule an appointment with the Student Health Center by calling (310) 243-3629. **Before submitting a copy of your TB results to the Child Development Advisor make a copy for your own records.** In some cases, you may need to present this document to the site location where you will be conducting your observation/field work hours. Please make sure that your name is clearly visible on your TB Test document. **A TB Test is only good for a year from the date that it was “read” or “administered”. If it expires before the end of the semester in which you are taking one of the above fieldwork courses, you must submit a new negative TB test BEFORE you can register for the course.**

Step 2: Create an Educator Account with the Commission on Teacher Credentialing

If you have not already done so, you will need to create an Educator Account before you can complete the application for the Certificate of Clearance. Creating this profile will allow you to check if you already have fingerprints on file with the Commission on California Teacher Credentialing.

The following link will direct you to the CTC’s written instructions on how to create and Educator Account:
<https://www.ctc.ca.gov/credentials/ctc-online---login-help>

Once you are on the CTC page click on **“Register using the Create Educator Account”** link. As soon as your profile is created, log out of the CTC page and immediately log back in. Look for the words **“Fingerprint Status”**:

If your “Fingerprint Status” reads, “Incomplete Action Required” you will have to complete Step 3: The Live Scan Process.

If your “Fingerprint Status” reads, “Complete No Action Required” you can skip to Step 4: Apply for your Certificate of Clearance

Step 3: Live Scan Process

In order to get a Certificate of Clearance through the state of California, you must complete the Live Scan process. Please note: **Once fees have been applied, there are NO REFUNDS.**

1. Download the Live Scan form (pdf) and fill out your student information portion.

2. Take the form to a Live Scan location with your *valid photo ID*. We have one on campus in Welch Hall 360. Please visit their website for more information, and to request an appointment:
<https://www.csudhfoundation.com/services/live-scan/>
3. Pay the fee: there is a \$72 fee that pays for the Department of Justice and the FBI to review and register your information.
4. Once you have been fingerprinted, request a copy of your Live Scan form from the Service Specialist and keep this form for your records.

Note: Forms of payment accepted include credit and/or debit card preferred. Cash, money order or cashier's check also accepted.

Step 4: Apply for your Certificate of Clearance

Apply for the Certificate of Clearance at www.ctc.ca.gov. Below is a link that will provide you with step-by-step instructions on how to apply for your clearance:

<https://www.ctc.ca.gov/credentials/ctc-online-written-instructions>

Once you are on the CTC page click on “Apply for Fingerprint Clearance (COC and ASCC)”

Note: The application processing fee is \$50, but a \$2.50 service charge fee will be added to all online transactions. The Clearance process is usually completed with 10 working days but can take up to three months.

Step 5: Print your Certificate of Clearance

Once you have been notified by e-mail from the California Commission Teacher Credentialing (CTC) that you have been cleared, please print the Certificate of Clearance by following the step-by-step instructions provided in the link below. Please make sure that your Certificate has the “California Commission on Teaching Credentialing” logo on it. A Certificate of Clearance is good for five years after the certificate is issued.

“How to View and Print Your Document”

<https://www.ctc.ca.gov/credentials/ctc-online---your-educator-account>

Look under the heading “Documents: View, Print, and Email”