

CSEP Program: Certificate of Clearance

STEPS TO OBTAIN A CERTIFICATE OF CLEARANCE:

1. **FINGERPRINTS:** VCOE offers Live Scan fingerprinting walk-in hours ONLY, Monday-Thursday 1:30pm-4:30pm. Bring in a valid state picture ID and **\$75.00** fee in the form of a personal check, exact cash, or credit card for an additional \$1.75 processing fee. For updated fingerprinting walk-in hours, contact Erica Magaña at (805) 383-1914 or emagana@vcoe.org. **You will need to submit a copy of the signed Live Scan form with your application.**
2. **CERTIFICATE OF CLEARANCE APPLICATION:** Once you have your fingerprints, complete the Certificate of Clearance application online at, www.ctc.ca.gov. Click on *Credentialing Information* and from there, *Educator Login*. The site will prompt you to provide your *social security number and date of birth* to start the application process. The CTC requires an application fee of \$52.50 payable by credit card. **You will need to print out confirmation receipt that you paid the application fee and submit with your application.**
 - a. **DISCLOSURES:** If you have a misdemeanor or felony, you will need to disclose this on the certificate of clearance application, even if it has been expunged by the court. Certified original court documents will be required.

Submit the following with your CSEP application:

- a. copy of the signed Live Scan form
- b. confirmation receipt that you paid the application fee

Please note:

Obtaining a certificate of clearance does not guarantee admission into the CSEP program. If you already have a certificate of clearance that is current, please log onto the CTC website and submit copy with your application.

For additional assistance completing the application process for the certificate of clearance, you may contact Erica Magaña emagana@vcoe.org in our credentials office at (805)383-1914.

Our credentials and fingerprinting office is located at:

Ventura County Office of Education
Administrative Services Center
Human Resources Office -1st floor
5189 Verdugo Way, Camarillo, 93012