DIVISION OF EDUCATION CLEARANCE REQUIREMENTS:

1) A **Certificate of Clearance** verifies your professional and personal fitness to serve children in the public schools of California. This clearance must be submitted prior to enrolling teacher education courses that require field experience, admission to the teacher credential program, and student teaching. Valid for 5 years only and must remain valid throughout the program.

- Live scan services are available at the Imperial County Office of Education (ICOE).
  - Imperial County Office of Education charges $74.00, which is payable in the form of a money order, cashier’s check, or credit card ($2.50 charge). Please make form of payment payable to Imperial County Office of Education (ICOE).
  - Make an appointment with Elvia Martinez at (760) 312-6523.
  - 1 copy of the live scan form is attached. You must present the form at your appointment.

- Live scan services are also available at Imperial Valley Regional Occupational Program (IVROP).
  - Imperial Valley Regional Occupational Program charges $75, which is payable in the form of a money order or cash.
  - Walk-ins and appointments available. Call (760) 482-2600 for more information.
  - For information regarding IVROP live scan services please follow this link, http://www.ivrop.org/live-scan-services/.
  - 1 copy of the live scan form 41-LS is attached. You must present the form at your appointment.

- Once you have completed the live scan process, you will need to apply for the Certificate of Clearance using the Web Application Process at the CTC website. (www.ctc.ca.gov)
  - Please wait 72 hours after fingerprinting to proceed with online recommendation.
  - Follow the instructions provided in the Web Application Process document (Certificate of Clearance Web Application Process)

2) **Proof of Negative TB Test**

- You may take the TB test at any doctor’s office or clinic.
- Students can take advantage of their SDSU health benefits and ask for a referral from Veronica Vadillo at (760) 768-5670.
- Tests are valid for four years from date of test and must remain valid throughout the credential program.

3) **The Division of Education will not make copies after you have submitted your clearances.**

- Submit a **copy, not the originals**, as you will need future copies for your class.
- No copies will be given under any circumstances.