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If you have any of the following from the Commission On Teacher Credentialing, you do not need to be fingerprinted again. Just submit a copy of your CTC document with your program application.

- Certificate of Clearance
- Emergency 30-day Substitute Teaching Permit
- Emergency Substitute Teaching Permit for Prospective Teachers
- Provisional Internship Permit
- Designated Subjects Credential
- Short Term Permit
- Child Center Permit

Fingerprinting for the YMCA, a church, after school program, etc., will not count so you will need to be fingerprinted again. If you are uncertain about what you have, you may [check online](#) or you may contact Edith Thiessen at 559-453-2256, or edthiess@fresno.edu.

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LIVE SCAN PROCESS – CERTIFICATE OF CLEARANCE

The Commission on Teacher Credentialing requires that each individual who wishes to perform certificated services in a California school, including student teaching, or practicums, provide facts which establish his/her true identity and good moral character. Verification of completion of this process must be completed prior to being admitted to the Teacher Education/ Special Education/Pupil Personnel Services programs.

Steps one and two must be completed in this order:

1. Complete the LiveScan electronic fingerprinting process at:
 - Your local police departments
 - Your local sheriff's department

You may go to the following website to [check possible agencies](#), hours of operation and fees. You should be prepared to pay \$71 plus a rolling fee.

Take with you the completed [Form 41-LS](#) (complete the personal information section only)

2. Complete the online application for the Certificate of Clearance with the Commission on Teacher Credentialing.

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