



**The entire clearance process delineated below
must be completed prior to entering the classroom**

- **Tuberculosis Test:** – A negative tuberculosis (TB) test result is required before Student Teachers may begin a classroom assignment. TB tests may be performed by a private doctor or local health clinic. The VU Health Center also provides TB tests for a fee of \$20, which is billed directly to VU student accounts. A TB Risk Assessment may also be used to meet this requirement, and it may be performed at the VU Health Center for a fee of \$10. The VU Health Center phone number is 714-619-6471, and it is closed during June and July.
- **Fingerprint/Live Scan Receipt:** This is a component of the Clearance Document.
- **Clearance Document:**
 - **Certificate of Clearance** – valid for 5 years
OR
 - **30-Day Emergency Substitute Permit** – valid for 1 year

Verification of clearance may be printed from the California Commission on Teacher Credentialing (CTC) website at: www.ctc.ca.gov by selecting Search for an Educator, clicking Secured Search, and entering SSN/DOB. The items listed above are to be submitted to the Graduate Program in Education office. Please make and retain a copy of all forms for future reference.

Clearance Process:

1. **Fingerprint/Live Scan Request:** Make an appointment with the Orange County Department of Education (OCDE) using their contact information listed below.
2. When making the appointment above, inform the OCDE representative about whether you are applying for the **Certificate of Clearance OR the 30-Day Emergency Sub Permit**. A fee of \$131 is required, payable with cash or check. The Sub Permit process requires presentation of both an official conferred bachelor's degree transcript and evidence of satisfying the CTC Basic Skills Requirement.
3. **CTC Online Application:** After the fingerprint/live scan clearance appointment at OCDE, go to: www.ctc.ca.gov/credentials/submit-online and follow the step-by-step instructions for completing the application. A fee of \$52.50 is required for a Certificate of Clearance, and a fee of \$102.50 is required for a Sub Permit, payable online by credit/debit card.

Orange County Department of Education (OCDE)
200 Kalmus Drive, Costa Mesa, CA 92628 | (714) 966-4306