



Beginning Student Teachers must complete this clearance process prior to entering the classroom

Below is a list of paperwork to be completed and returned to the Graduate Education office.

Please make and retain a copy of all forms for future reference.

- TB Test Results** – A negative tuberculosis 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 – their phone number is 714-619-6471, and they bill the \$20 cost directly to VU student accounts. The VU Health Center is closed during June and July.
- Livescan (fingerprint) Receipt** – This is a component of the Certificate of Clearance.
- Certificate of Clearance** – Verification may be printed from the California Commission on Teacher Credentialing (CTC) website at: <http://www.ctc.ca.gov/> by selecting Search for an Educator, clicking Secured Search, and entering SSN/DOB.

Certificate of Clearance Process:

1. Make an appointment with the Fingerprinting Department at the Orange County Department of Education (OCDE) (*contact info below*) to complete the livescan (\$131, cash/check only).
 - To add a Substitute Teaching Permit at a later date, the technician **MUST** be informed when making this appointment.
 2. After your fingerprinting/livescan appointment, go online to complete part two of the Direct Web Application Process at the CTC website, and pay the \$52 application fee (credit/debit).
 - For step-by-step instructions using the Direct Web Application, please visit the CTC website at: <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>
 3. Submit a copy of your **Certificate of Clearance** verification and **livescan verification (fingerprinting)** to the Graduate Education office.
 4. The total cost for the Certificate of Clearance is approximately \$183.
- Liability Insurance** – The Beginning Student Teaching course fee includes payment for the premium of a two-million dollar liability insurance policy that is provided with membership in Christian Educators Association International. Students complete an application form and submit it to the Graduate Education office for membership enrollment processing.

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