

## **Certificate of Clearance and Tuberculin (TB) Risk Assessment Information Sheet**

Due to school site regulations, as well as state and federal laws designed to protect the safety of children, students who are enrolled in the prerequisite courses (EDUC 350, EDUC 364, and EDUC 422) for the Teacher Credential Program at CSUSM must complete a **Certificate of Clearance AND Tuberculin (TB) Risk Assessment** prior to engaging in the required field experience hours. **It is your responsibility to ensure you are cleared with respect to these two items before the semester's end of the Add/Drop period. Failure to meet this requirement will result in your instructor administratively dropping you from the course.**

**NOTE:** You will complete the Certificate of Clearance and Tuberculin (TB) Risk Assessment once; meaning you do not need to do a separate Certificate of Clearance and Tuberculin (TB) Risk Assessment for each prerequisite course, as long as they have not expired. Similarly, depending on when you apply to the Teacher Credential Program, you can also provide the Certificate of Clearance and TB Risk Assessment that you completed for the prerequisite courses to Student Services along with your application for the Credential Program.

To show evidence that you completed these two requirements, you will submit the following to the instructor of the course:

- 1) A copy of the Certificate of Clearance issued by CTC -- the California Commission on Teacher Credentialing (accessed via your educator account on the CTC website)
- 2) The Tuberculin (TB) Risk Assessment Confirmation Form (see the last page of this document)

Please read the instructions below carefully to learn more about how to obtain your Certificate of Clearance and Tuberculin (TB) Risk Assessment to fulfill the requirements for the field experience portion of the prerequisite courses.

**IMPORTANT:** Some of the sections of EDUC 364 involve working with foster youth. You will go through a different clearance process if you were, are, or will be a student in those sections. This clearance **DOES NOT** substitute the Certificate of Clearance issued by CTC. As such, having a Certificate of Clearance issued by CTC **DOES NOT EXEMPT** you from having to go through the clearance

**process specific to working with foster youth. The clearance process for foster youth will be handled by a coordinator on campus and is free of charge during the first two weeks of classes. This will be a separate process from the process of obtaining the Certificate of Clearance issued by CTC as outlined in this document. Information about the clearance process for working with foster youth will be provided in the EDUC 364 syllabus and by the instructor of that course.**

### **Instructions for Obtaining Certificate of Clearance**

A Certificate of Clearance (COC) is issued by the California Commission on Teacher Credentialing (CTC). Title 5 regulations require that an application for a Certificate of Clearance be filed to determine whether or not a candidate meets the state standards for character and fitness to teach in California's public schools. A Certificate of Clearance is valid for five years.

Obtaining a Certificate of Clearance is a two-step process that involves:

- (1) completing the fingerprinting process at an agency that provides fingerprinting services, and,
- (2) applying for a Certificate of Clearance online through CTC's website.

Please follow the steps outlined below to obtain your Certificate of Clearance:

#### **Step 1. Completing the Fingerprinting (also called Live Scan) Process:**

1. Go to: [www.ctc.ca.gov/credentials/fee-and-fingerprint.html](http://www.ctc.ca.gov/credentials/fee-and-fingerprint.html)
2. Download the 41-LS form from the table
  - a. Complete sections 3 and 4 (sections 1 and 2 should automatically populate)
  - b. Print 3 copies
3. Take the 41-LS forms to an agency providing fingerprinting services. Make sure to go to an agency located in San Diego County. You can find an agency near you by going to: <https://oag.ca.gov/fingerprints/locations>. Once you select "San Diego" as the "County," you will be directed to a page with the list of all fingerprinting agency locations in San Diego County.

The fingerprinting agency that is closest to the CSUSM campus is the San Diego County Office of Education location (255 Pico Avenue, Room 102, San Marcos, CA. 92069) at the North County Regional Education Center. To find the location information for the San Diego County Office of Education, enter 'San Diego County Office of Education' in the 'Search' box on the top of the list of agencies.

This should bring up two locations for the San Diego County Office of Education, one of which is the address provided above.

*Note:* Acceptable form of payment will vary across different agencies. For San Diego County Office of Education locations, the acceptable forms of payment include billing accounts, cashier's check, and money order.

### **Step 2: Applying for a Certificate of Clearance:**

Once you have completed your fingerprinting (Step 1), your fingerprints will be transmitted electronically to the Commission on Teacher Credentialing (CTC) for clearance. For Step 2, please follow the instructions below:

1. Go to: <https://www.ctc.ca.gov/credentials/submit-online.html>
2. Click: 'Submit Your Application Online' (This page is going to take you to a login page)
3. If you do not have an account for the CTC online system, you need to click 'Create Educator Account' and follow the instructions. If you already have an account then enter your UserID and Password.
4. Once you are logged into the CTC online system, you need to complete your 'Educator Profile.'
5. On 'Educator Profile', select 'Create New' under 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate' and follow the instructions to complete your application. At the end of the application, you will be asked to submit payment using a credit card.

**IMPORTANT: It takes approximately 3 to 4 weeks for CTC to issue a Certificate of Clearance in your online account. Once it is issued, you can access your Certificate of Clearance by logging back into your account.**

### **Instructions for Obtaining Tuberculin (TB) Risk Assessment**

To obtain the TB Risk Assessment, you need to contact a medical/health care provider. You can make an appointment with your primary care doctor (if you have one) -- or the CSUSM Health Center, which is free of charge for matriculated students (there is a fee for Extended Learning students). To make an appointment, please visit:

<https://www.csusm.edu/shcs/hoursofservice/index.html>.

**Your medical provider must complete the Certificate of Completion for Tuberculosis (TB) Risk Assessment Form (see the first attachment at the end of**

**this document). You will keep this form for your records and to show at school sites upon request.** The TB risk assessment is valid for four years.

*Note:* If you show one or more sign(s) or symptom(s) of TB disease AND/OR you were born, traveled, or resided in a country with an elevated TB rate for at least 1 month, AND/OR have had close contact to someone with infectious TB disease during your lifetime, you maybe asked to take a TB test by your medical/health care provider.

**You WILL provide the Tuberculin (TB) Risk Assessment Confirmation Form (see the second attachment at the end of this document) to your instructor once you have seen a medical/health provider and had him/her complete the Certificate of Completion for Tuberculosis (TB) Risk Assessment**

**Certificate of Completion**

**Tuberculosis Risk Assessment and/or Examination**

This form is to satisfy **job/school-related requirements** in the California Education Code, Sections 49406 and 87408.6 and the California Health and Safety Code, Sections 1597.005, 121525, 121545 and 121555.

**Individual** assessed and/or examined:

\_\_\_\_\_

Last Name                                      First Name                                      M.I.                                      Student ID number

**Date** of assessment and/or examination: \_\_\_\_\_ (mo/day/yr)

The above named individual has submitted to a tuberculosis risk assessment. This individual does not have risk factors, or if tuberculosis risk factors were identified, this individual has been examined and determined to be free of infectious tuberculosis. *(Must be signed by the health care provider completing the risk assessment and/or examination)*

\_\_\_\_\_

Medical Provider (MD, DO, NP or PA) Signature                                      Medical Provider Printed Name                                      CA license number

\_\_\_\_\_

Office Address: Street                                      City                                      State                                      Zip Code

\_\_\_\_\_

Office phone number                                      Office fax number

### **Tuberculin TB Risk Assessment and Certificate of Clearance Contract**

Note: This contract must be submitted to your instructor prior to the add/drop date of the semester.

I confirm that I have secured Tuberculin (TB) Risk Assessment and a Certificate of Clearance/Scan. I will take the TB Risk Assessment, Certificate of Clearance, and introductory letter from my instructor to early field placement sites to be available upon request. I understand that if fraudulent information is submitted to my instructor or an early field placement site there could be academic consequences. The field experience component of the course is integral to successfully completing the course; therefore, I also understand that failure to secure a TB Risk Assessment and Certificate of Clearance prior to the add/drop date of the semester will result in my instructor administratively dropping me from the course.

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Print Name

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Signature

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Date