

## Out-of-State

Please read through this important information.

- Please have a Request for Live Scan form, and all other necessary forms, completed before your arrival.
- You must have a valid form of government identification to be fingerprinted. It can be a driver's license, CA identification card, or passport. No student ID card will be accepted.
- We currently are taking credit card or cash as form of payment for Live Scan services.
- We ask that you arrive on time for your scheduled appointment. Please let us know if you are running late as we may have to reschedule the appointment for another day.
- Please look at our website for more information  
<https://ocde.us/Credentials/Pages/default.aspx>

The Credentials/Live Scan Unit is located at 3001 Redhill Avenue, Building 4, Suite 109  
Costa Mesa CA 92626

There are some necessary forms to be filled out prior to your arrival. After you make an appointment, they will be sent to you. Additional paperwork may be needed once a technician has determined your credentialing situation.

### **Paper Applications – Multiple, Single Subject or Special Education Teaching Credential, Administrative or any other out-of state Credential**

- Fingerprint form - Commission on Teacher Credentialing (CTC) (please complete the fillable form, then print two copies). There is no need to fill out this form if you currently hold a Certificate of Clearance from CTC for student teaching.
- CTC Application (41-4 form)  
<https://educatortools.ctc.ca.gov/LegacyApplication/Create> Once all required fields are completed, a PDF of the 41-4 web form can be generated, printed and signed. Please print a copy and bring it to your appointment at OCDE
- Proof of Bachelor Degree (BA/BS), Master (MA) by means of official college transcripts. This is the official paper transcript mailed directly to your home address. An open transcript is still considered official for our need. Currently a diploma, electronic transcripts, or unofficial transcripts are not acceptable
- Official copy of your transcripts showing your out-of-state teacher preparation, including student teaching if not included on BA or MA degree transcripts
- Copy of out-of-state teacher credential/license, showing the same subject area you are applying for State of California
- Letter from out-of-state employer showing 2+ year of "full-time" teaching experience in the subject area if applying under Route 2
- At least two out-of-state performance evaluations showing you are at "satisfactory or higher" performance if applying under Route 2
- \$100.00 money order (application fee) payable to CTC or Commission on Teacher Credentialing
- Proof that you have met the Basic Skills Requirement. The following can be used to satisfy this requirement: official score report of CBEST, ACT, SAT, or all four of the CSET: Multiple Subjects exams, or out-of-state equivalent. If this has not been met yet, CTC will grant your document and note you have one year to meet the requirement. See [https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-\(cl-667\)](https://www.ctc.ca.gov/credentials/leaflets/basic-skills-requirement-(cl-667)) for more information about Basic Skills.