


Certificate of Clearance Instructions for KERN HIGH SCHOOL DISTRICT Placement Only

The following steps are for candidates requesting placement with the Kern High School District. All other candidates will use the 'CERTIFICATE OF CLEARANCE INSTRUCTION SHEET'

Follow appropriate instructions below dependent on whether you hold a valid document with the Commission on Teacher Credentialing (CTC).

FIRST  **Contact Jayme Barton at jbarton5@csub.edu** to be placed on the CSUB/KHSD list. Your name must be on the list prior to visiting Kern High School District.

Step 1: VISIT Kern High School District to request the "TUTOR PACKET" for KHSD Clearance
5801 Sundale Ave., Bakersfield, CA 93309, Questions? 661/827-3327 or 661/827-3631

Bring the following with you to KHSD:

- State issued ID/DL and official Social Security card
- \$49 Fee: Exact CASH, Debit or Credit Card
- Mandated Reporter Training Certificate: <http://educators.mandatedreporterca.com/default.htm>
- Negative TB results

I DO NOT HOLD a valid **Certificate of Clearance, Credential, or Permit** on file with CTC:

Step 2: Obtain a Live Scan form: Complete 'Request for Live Scan Service 41-LS form' (attached) or available on the CTC website at [Live Scan Request Form](#) print one copy.

Step 3: Schedule an appointment for a Live Scan with **Kern County Superintendent of Schools (KCSOS)**.
Other live scan agencies are not recommended.

- 1300 17th St., Bakersfield, CA 93301, 661/636-4672

Bring the following with you to KCSOS:

- Live Scan form from Kern High School District **AND** Live Scan Form from CTC website
- Valid Government Issued Identification Card
- \$64.00 Fee: \$15.00 Rolling Fee for KHSD Live Scan plus \$49.00 fee for CTC Live Scan. **Only Credit or Debit Cards accepted.**

Step 4: APPLY FOR A CERTIFICATE OF CLEARANCE: www.ctc.ca.gov. See attached 'Certificate of Clearance Instruction Sheet' for full instructions.

I DO HOLD a valid **Certificate of Clearance, Credential, or Permit** on file with CTC:

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