

CERTIFICATE OF CLEARANCE INSTRUCTIONS

Please follow carefully.

CERTIFICATE OF CLEARANCE (COC): ALL applicants must submit verification of having been **issued** a valid clearance by the CA Commission on Teacher Credentialing (CTC) **before they will be allowed to officially start** the credential program (this is a state law).

- Applicants who have already been issued a clearance/permit/credential must submit a printout from the [CTC website](#) showing the issuance date of a valid CA 30-day emergency permit, a valid CA Child Development Associate/Center permit, a valid CA credential, or a valid Certificate of Clearance.
- Applicants who have NOT previously been issued a CTC Certificate of Clearance must complete the **TWO STEP PROCESS** of having fingerprints taken AND [applying for the Certificate of Clearance](#).
 - Fill out the CTC-specific [Form 41-LS](#) and get fingerprinted, AND
 - [Apply online](#) here for the Certificate of Clearance, select Educator Login to begin

If applying for the COC, please note: If you have **any felony or misdemeanor convictions**, refer to the CTC website at www.ctc.ca.gov and click on the blue “**Educator Misconduct**” tab at the very top of the page, and then scroll down to the link for Self-Reported Misconduct – Applications. Review the information for “Applicant Disclosure – Online Applications.” Complete and submit the “DPP Document Submission Form,” along with ALL other required documents (i.e., police reports, certified court records, and miscellaneous documents), to the Division of Professional Practices at CTC for review. **The processing of your clearance application WILL BE DELAYED (possibly six months or longer) while it is being reviewed by the CTC and you cannot begin a credential program or your placement until the COC is issued.**

Please contact us IMMEDIATELY at coe-cred@csus.edu if this applies to you.




[How to apply for the Certificate of Clearance \(COC\)](#)


Applying for a Certificate of Clearance (COC) is a two-step process. The steps are described below. For examples of accepted Certificate of Clearance documents, please see last page of this document.

1. If not already completed, fill out the CTC-specific [Form 41-LS](#) and take 1 copy to a [Live Scan Station](#) for your fingerprints to be taken.
 2. Apply for your COC document using the Web Application Process at the CTC website [HERE](#).
- Select the **Educator Login** button to begin your application.


Home Credential Information Program Sponsors Employers Educator Misconduct Data and Reports




Search for an Educator




Online Services for Agencies




Renew Your Document




Apply for a New Document




Complete Your Program's Recommendation



Clear Your Credential



Explore Credential Requirements



Extend Your Credential

Popular Links

- > Create Your User ID
- > Accreditation
- > Update Your Credential File
- > Preconditions and Standards
- > Credentials FAQ - General Questions
- > Out-of-State Applicants

 Educator Login

Login Help

- If you have an existing account, use your User ID and Password to log in.
- If you need to create an account, Click **Create Educator Account** link below. While creating your new Educator Account you will be prompted to enter your SSN and DOB twice.
- NOTE: You must use your full legal name as it appears on your legal ID when creating an account.

CTC Online

You can no longer log in with your SSN and date of birth.
 You must be a registered user to access the CTC Online system.
 Register your User ID by clicking the "Create Educator Account" link below.

User ID:*

Password:*

[Login](#) [Educator Login Help](#)

[Forgot Your Password?](#)

[Forgot Your User ID?](#)

[Create Educator Account](#)

Caution: User accounts are locked after 5 unsuccessful login attempts.

Educator Account Creation

Social Security Number (#####):

Date of Birth (MM/DD/YYYY):*

[OK](#)

Please do not use your browser's back button during this process.

- Double check your personal profile information after entered; then click Next.
- Click on the **"Create New"** button underneath the heading **"Apply for Certificate of Clearance or Activity Supervisor Clearance Certificate"** to start your application for the Certificate of Clearance (COC).

Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate

This option is ONLY for those seeking background clearance.

[Create New](#) [Complete](#) Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Choose Yes to Apply	Document Title	Application Status
> No	Certificate of Clearance	Pending

- In **General Application Category** select Certificate of Clearance/Activity Supervisor Clearance Certificate from the drop-down menu.
- In **Document/Authorization Title** select Certificate of Clearance from the drop-down menu; then click Next.

Document/Authorization Pick

General Application Category: Certificate of Clearance/Activity Supervisor Clearance Certificate

Document/Authorization Title: Certificate of Clearance

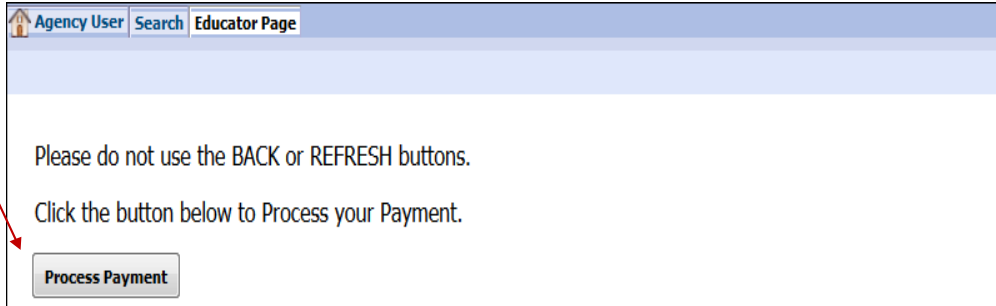
[Back](#) [Next](#)

Activity Supervisor Clearance Certificate

Certificate of Clearance

[Instructions](#)
 First, select a General Application Category from the drop down menu.
 Second, select a Document/Authorization Title from the drop down menu.
 Third, review the information on the selected checklist to verify you met the requirements before proceeding.

- Read the entire Disclosure page for the **Professional Fitness questions**; then click Next.
- Answer all of the Professional Fitness Questions. If you need assistance completing the Professional Fitness Questions, [click on this link for help](#). You must click on this link and follow the instructions if you have ever been charged or convicted of any felony or misdemeanor.
- Complete the Oath and Affidavit, and click Submit Payment. **Click Submit Payment only once!**
- On the next page, click the Process Payment button to move forward.



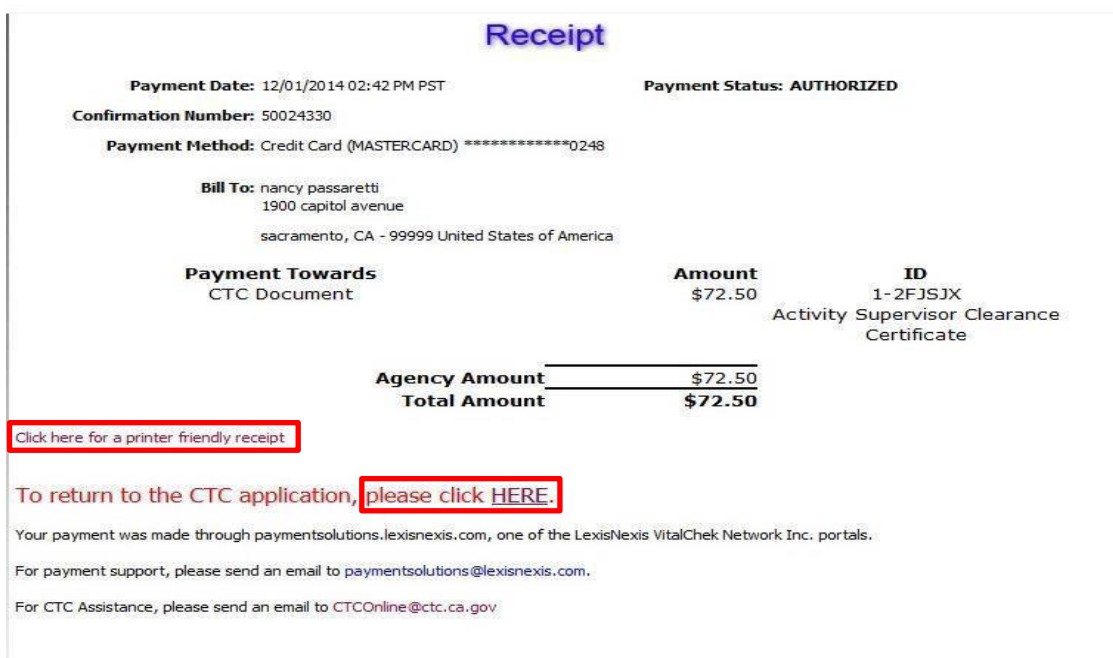
- Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

NOTE: The application fee is not refundable.

- Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once!**

After clicking Complete Payment, do not use the Back button in the web browser. Wait for the Confirmation page to be displayed.

- On the Confirmation page, you can click **Printer Friendly Receipt** to obtain a copy for your records and Teaching Credential Application. After obtaining your receipt, you can return to CTC Online with the link “please click [HERE](#).”



Examples of Accepted Certificate of Clearance Documents

1. CTC Website: Screenshot of your CTC profile that shows Certificate of Clearance has been approved and when it will expire.

Note: If you have any questions, please view the [CTC Online – Written Instructions for Application and Payment](#) page.

Last Name: [Redacted] Last Known County of Employment: [Redacted] Note: Please verify County of Employment is current
 First Name: [Redacted] Adverse and Commission Actions Indicator: [Redacted] Note: Information on Adverse and Commission Actions is available
 Middle Name: [Redacted] Deceased Flag: [Redacted] If the Deceased flag is displayed, the licensee is deceased.

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date
> 200000008	Certificate of Clearance		Valid	1/14/2023	2/1/2028	1/14/2023

[Home](#)
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[Educator Profile](#)

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To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:

Last Name: [Redacted]
 First Name: [Redacted]
 Middle Name: [Redacted]

Document Information:

Document Number: [Redacted]
 Document Title: Certificate of Clearance
 Term: [Redacted]
 Status: Valid
 Issue Date: 11/3/2022
 Expiration Date: 12/1/2027
 Original Issue Date: 11/3/2022

2. Certificate of Clearance Permit: Download permit from CTC profile.

California Commission on Teacher Credentialing

By virtue of the authority vested in the Commission on Teacher Credentialing and in recognition of preparation for service in California Public schools

is hereby awarded the

Certificate of Clearance

together with all the rights, privileges, and responsibilities appertaining thereto

valid: 02/12/2021 to 03/01/2026


 Eric Stein
 Chair, Commission on
 Teacher Credentialing




 Mary Vico Sandy
 Executive Director,
 Commission on Teacher
 Credentialing