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.

- 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.

- 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).

- 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.

- 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, <u>click on this link for help.</u> 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.
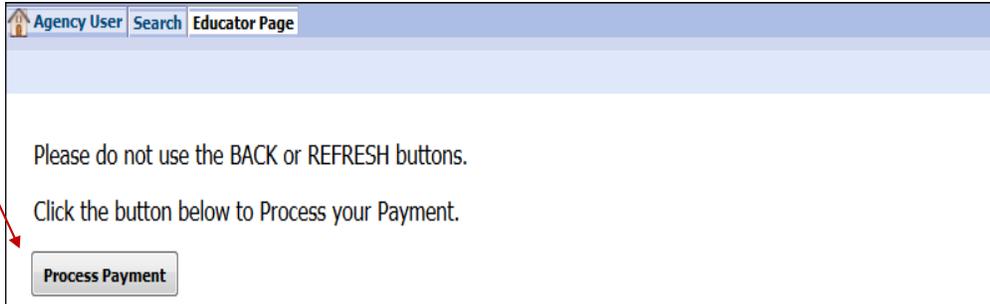
- Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

 NOTE: The application fee is <u>not refundable</u>.

- 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**."
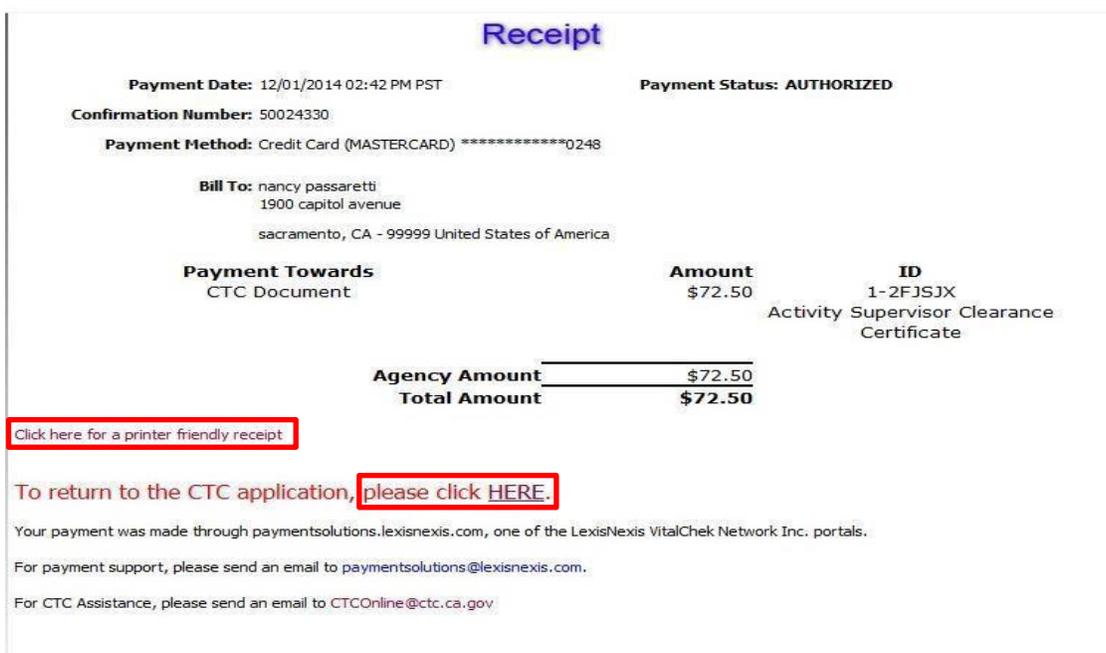
Examples of Accepted Certificate of Clearance Documents for application

1. *Completed Copy of 41-LS Form and Copy of Receipt: Submit both of these with your application.*

This portion will be completed by Live Scan Operator when fingerprints are taken.

2. *Certificate of Clearance: If you already have your COC, submit it with your application.* <mark>If COC is granted after Application has been submitted, email a copy to coe-cred@csus.edu.</mark>

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

Tine Sloan
Chair, Commission on Teacher Credentialing

Mary Vixie Sandy
Executive Director, Commission on Teacher Credentialing

This is not an official document. The official record of credentials, permits, and certificates is the Commission's website at www.ctc.ca.gov