



[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 1 - 1 of 1

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 1 of 1+

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

Document/Authorization Title: Certificate of Clearance

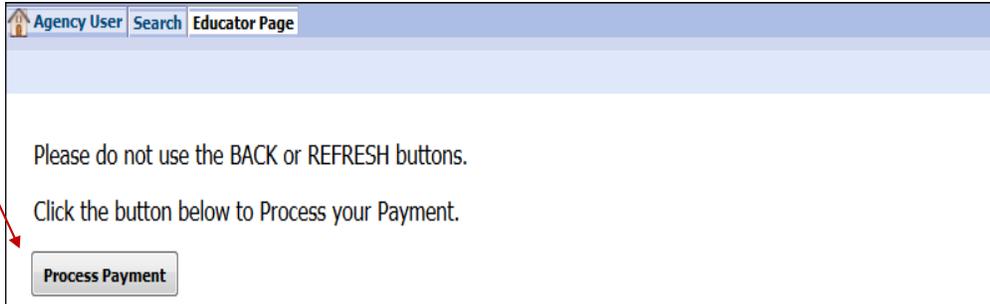
Activity Supervisor Clearance Certificate

Certificate of Clearance

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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.



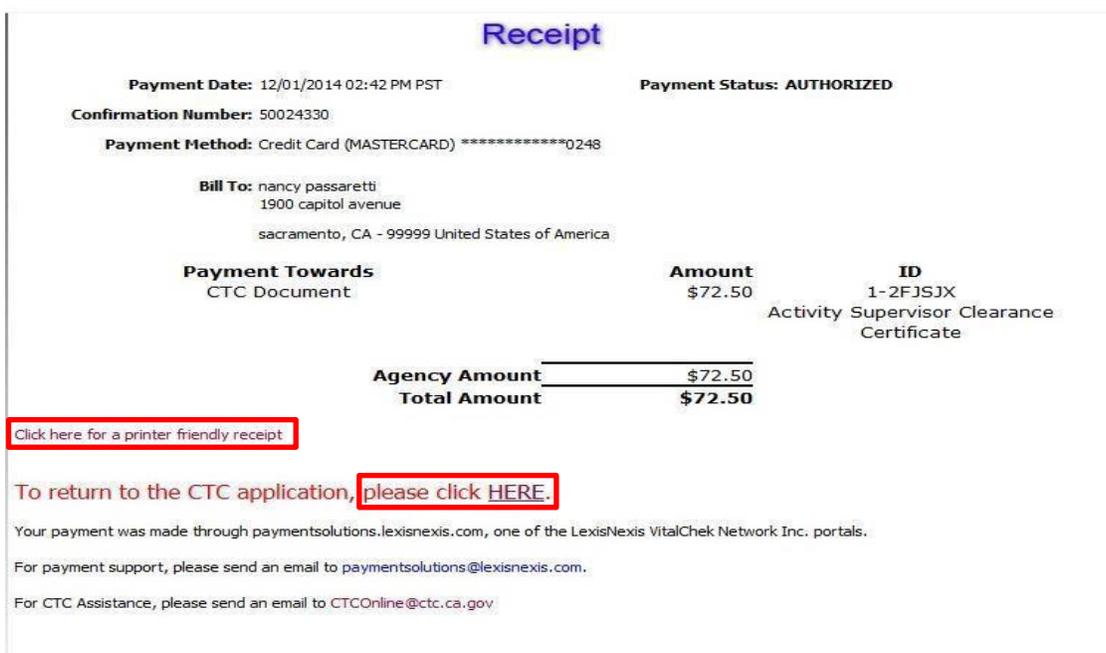
- Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

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 for application

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

REQUEST FOR LIVE SCAN SERVICE
FORM 41-LS Rev. 04/15

[Print](#) [Clear Form](#)

Applicant Submission

ORI: A0281 Type of Application: License/Certification/Permit	
Code assigned by DOJ	
Job Title or Type of License, Certification or Permit: TEACHER CRED 44340 EC	
Agency Address (or Contributing Agency)	
CASM TEACHER CREDENTIALING	03294
Agency authorized to receive criminal history information	
Mail Code (five-digit code assigned by DOJ)	
1900 Capitol Avenue	
Street No. Street or PO Box	
Sacramento CA 95811-4213	Contact Name (Mandatory for all school submissions)
City State Zip Code	Contact Telephone No.
*Name of Applicant: _____	
(Please print) Last First MI	
*Alias: _____	*Driver's License No.: _____
Last First	
*Date of Birth: _____	*Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Misc. No. BILL - _____	
Agency Billing Number	
*Height: _____	*Weight: _____
Misc. Number: _____	
*Home Address: _____	
Street No. Street or PO Box	
City, State and Zip Code	
*Place of Birth: _____	_____
City, State and Zip Code	
*Social Security Number (full): _____	* Required Fields
*OCA Number: _____	
(SSN OR TIN#)	
Level of Service: <input checked="" type="checkbox"/> DOJ <input checked="" type="checkbox"/> FBI	
If resubmission, list Original ATI Number: _____	
SUPPLEMENTAL AGENCY/EMPLOYER (County Office of Education/School District)	
Employer Name	
Street No. Street or PO Box	
Mail Code (COE/SD five digit code assigned by DOJ)	
City State Zip Code	
Agency Telephone No. (optional)	
Live Scan Transaction Completed By: _____	
Name of Operator LSID Date	
Transmitting Agency ATI No. Amount Collected/Billed	

ORIGINAL – Live Scan Operator; SECOND COPY – Applicant; THIRD COPY (if needed) – Requesting Agency

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

Receipt

Payment Date: 12/01/2014 02:42 PM PST Payment Status: AUTHORIZED

Confirmation Number: 50024200

Payment Method: Credit Card (MASTERCARD) *****0248

Bill To: nancy passarelli
1900 capitol avenue
sacramento, CA - 95811 United States of America

Payment Towards	Amount	ID
CTC Document		
Agency Amount		
Total Amount		

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

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

Tim Steen

Chair, Commission on
Teacher Credentialing



Mary Vico Sandy

Mary Vico Sandy
Executive Director,
Commission on Teacher
Credentialing