Applying for Certificate of Clearance
Quick Tips

IMPORTANT:
- **At this time, the Web Application process is only available for persons who need fingerprint clearance.**
- Applicants from outside California seeking their first teaching credential must mail their applications to the Commission using the 41-4 application form. Individuals who must submit fingerprint cards with their application should not use this online process!
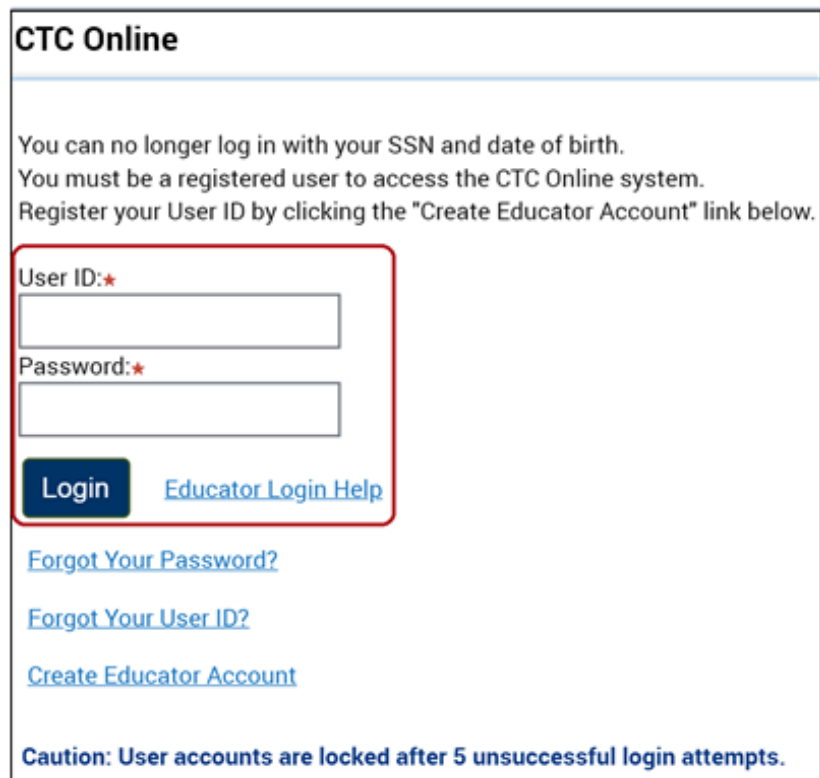
STEP 1: LiveScan Fingerprints
If not already completed, fill out the CTC-specific Live Scan Form 41-LS and take 3 copies to a Live Scan station for your fingerprints to be taken. Click here to view a list of Live Scan locations. You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned. Fees vary between operators. Retain a copy of the Live Scan form for your records.

STEP 2: Apply for the Certificate of Clearance online
Once fingerprints are taken, you can apply for the Certificate of Clearance online. Apply for your document using CTC Online. If you do not have an account, please Create an Educator Account. Below are the steps needed to apply:

1) Login to your CTC Online Account.

Continue to the *Educator Documents* page, which will display after the *Legal Disclaimer and Personal Information* pages.

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.

2) Scroll to the bottom of the *Educator Documents* page and click the **Complete a Certificate of Clearance or ASCC Application** button.

Select one of the options below to start a new application for licensure.

| Complete Your Recommendation from a Program Sponsor | Complete Your Application Submitted by an Employer | Complete an Application for Renewal | Complete a Certificate of Clearance or ASCC Application |

3) Select **Create New** to start the application

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 App | Document Title | Application Status

4) Select Category and Document/Authorization.

General Application Category:
Certificate of Clearance

Document/Authorization Title:
Certificate of Clearance

Click **Next**.

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

Document/Authorization Title:

Activity Supervisor Clearance Certificate
Certificate of Clearance

Back

5) Complete the Professional Fitness Questions (PFQs) and submit your payment to complete the online application.

Commission on Teacher Credentialing
Receipt

Payment Date: MM/DD/YY
Confirmation Number: 12FGHI
Payment Method: Debit Card/Visa ...

Payment Status: AUTHORIZED

Bill To: Your Name
Your Billing Address

102.50

Payment Towards
CTC Document

Amount
$72.50

ID
1 2F3G3K
Activity Supervisor Clearance Certificate

Agency Amount
Total Amount

102.50

102.50

Click here for a printer friendly receipt
To return to the CTC application, please click HERE

102.50

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis titles.
For payment support, please send an email to paymentsolutions@lexisnexis.com.
For CTC Assistance, please send an email to CTCOnline@ctc.ca.gov.

LexisNexis

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TRUSTe

Processing Time

Fingerprint and character identification processing via Live Scan is usually completed within 10 working days. If submitting fingerprint cards, or if an individual's application requires additional review by the Commission's Division of Professional Practices, the process will take longer. If the application is pending review by the Commission's Division of Professional Practices, the online file will indicate that the application is "pending additional evaluation." Individuals may view the status of their C O C applications using their Educator Login on the Commission's website.

Issuance

When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing the individual that the document has been granted and can be viewed in approximately 48 hours using their Educator Login. Once issued, the Certificate of Clearance will remain valid for five years.

To view the Certificate of Clearance document:
1) Login to your CTC Online Account.
2) Press the "Next" button.
3) Check the Personal Information section, then click on "Next."
4) Under the Documents section, you should see the Certificate of Clearance issuance.
   - Click on the document number
   - Click on "Email Document" towards the top.
5) Once emailed, save the file. You will need to upload this certificate to your application.

IMPORTANT NOTES
- The process may take 1-4 weeks, so start early
- If applying to the Single Subject Credential Program at CSUF, you must upload the Certificate of Clearance in your CalStateApply application. **Do not** upload the Live Scan form.
- Other CTC Certificates that can be submitted for the SSCP application in lieu of the Certificate of Clearance: 30-day Sub Permit (but must be renewed yearly)