

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!
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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.



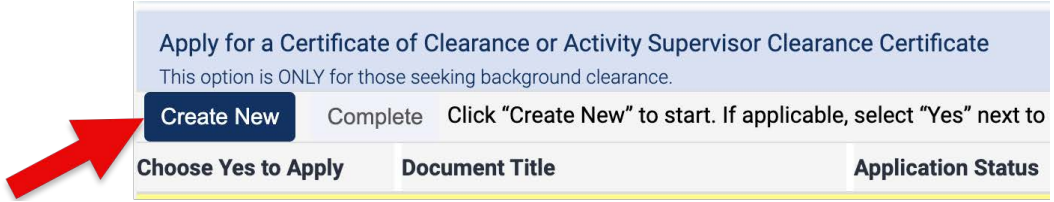
Educator Login

[Login help](#)

2) Scroll to the bottom of the *Educator Documents* page and click the **COC/ASCC Application** button.



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



4) Select Category and Document/Authorization.

General Application

Category:

Certificate of Clearance

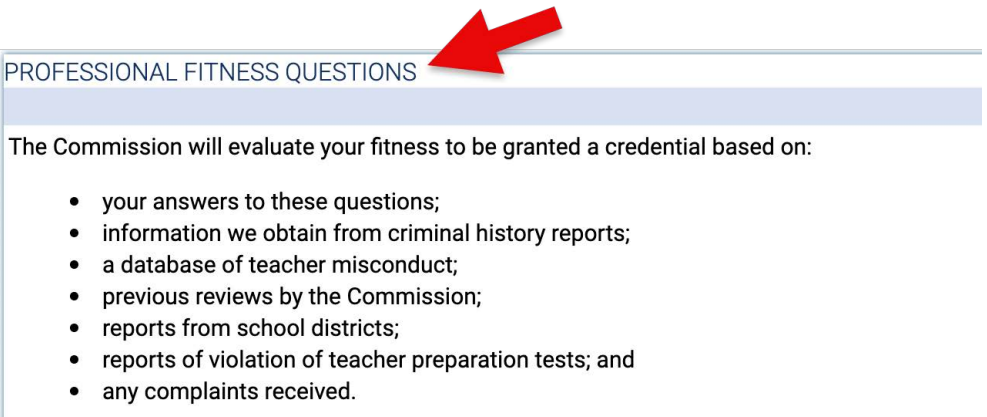


Document/Authorization Title:

Certificate of Clearance

Click **Next**.

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



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)