

# Apply for a Certificate of Clearance (COC)

For this process CTC fingerprints should already be completed. If you have not fingerprinted and need to, please refer to "[Step-by-Step Instructions: Fingerprints and Substitute Permits](#)" to confirm you need CTC fingerprints.

Skipping this step could result in unnecessary fingerprints which are non-refundable

## APPLY FOR THE COC:

- Log into your CTC profile and click "Next" until you are in your credential screen.
- Scroll to the bottom of the page and click "Create New"

The screenshot shows a web application interface for applying for a Certificate of Clearance (COC). At the top, there is a 'Back' button and a note: "Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts". Below this are input fields for 'Last Name', 'First Name', 'Middle Name', and 'Last Known County of Employment'. To the right, there is a 'Fingerprint Status' field showing 'Incomplete: Action Required by Educator. Email Fil...' and an 'Adverse and Commission Actions Indicator' field. Below these fields are three tabs: 'Document', 'Application', and 'Adverse and Commission Actions'. The 'Document' tab is active, showing 'No Records' and a table with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, and Original Issuance Date. Below the table are three sections: 'Complete Your Programs Recommendation', 'Renew Your Document', and 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate'. The 'Apply for a Certificate of Clearance...' section has a 'Create New' button highlighted with a red box, and a 'Complete' button. Below the 'Create New' button is a table with columns: Choose Yes to Apply, Document Title, and Application Status.

- Follow the drop-down menu items to apply for your Certificate of Clearance.
  - The Activity Supervisor Clearance Certificate (ASCC) is NOT the same as a Certificate of Clearance (COC).

[Back](#)

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name:  Fingerprint Status:  Note: Information on Adverse and Commission Actions is

First Name:  Adverse and Commission Actions Indicator :

Middle Name:

Last Known County of Employment:

---

Document/Authorization Pick

General Application Category:  Instructions

Document/Authorization Title:  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.

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

- Select the "Next" button to Continue.
  - The next page will display the Disclosure and Professional Fitness Questions (PFQ Page) Continue answering PFQ questions until you reach the payment page.
  - The application fee is \$52.50 paid by debit or credit and is *usually* granted within two weeks after payment.
- \*NO FEE REQUIRED 7/1/2021-6/30/2022 (Fee Waiver for initial applications only)**
- [Click here for more information](#)