

HOW TO APPLY FOR YOUR CERTIFICATE OF CLEARANCE (COC)

You must obtain a Certificate of Clearance (COC) to be admitted to a credential program.

Individuals who have received fingerprint clearance through other agencies, employers, other states or government agencies are not exempt from this process and must fingerprint for the Commission.

Newly Married/Name Change:

Do not apply for any documents at the CTC or Livescan until you have a new Social Security Number and Driver's License with your new last name. Once you have these two documents you can then begin completing Step 1. Your names must match at the CTC and Chico State.

If you apply without completing this process, it may cost you additional fees.

Contact Rachele Sousa, Credential Analyst at Chico State, 530-898-6455 for questions.

Misdemeanor/Felony Criminal Convictions:

If you have a misdemeanor/felony criminal conviction (including those based on a plea of no contest) you will need to disclose this information when you apply for your COC at the CTC.

No matter how long ago and if the arrest was expunged you **MUST** report when applying for a COC.

BEFORE moving forward contact Rachele Sousa, Credential Analyst at Chico State at 530-898-6455 for additional information.

If you already hold a permit (30-day sub permit, PIP, STSP) at the CTC then skip to Step 3.

If you hold a credential (Preliminary, Clear, Life) then provide this as evidence and you are not required to get a COC.

If you do not have either of the above then apply for a Certificate of Clearance (COC), please follow these two steps:

Step 1: Live Scan Information

1. You are required to complete the LIVESCAN even if you already have for another location, UNLESS you hold a COC.
2. Go to https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202_22 (see page 3 for example on how to complete)
3. Complete and print the 41-LS form to give to the fingerprinting agency.
4. Schedule Livescan appointment suggested agencies; Police or Sheriff Department, Blue Oak Mobile, Capital Live Scan, or The UPS Store #1244. MAKE SURE THEY ENTER YOUR INFORMATION CORRECTLY or it could cost you additional fees.

Step 2: Certificate of Clearance (COC) Application

Instructions for the COC: <https://www.ctc.ca.gov/credentials/ctc-online-written-instructions>

1. Go to <https://www.ctc.ca.gov/credentials/apply>
2. Click on "Submit an Online Application."
3. Create User ID and Password by clicking on "Create Educator Account" and follow the prompts. You will enter your social security number and birthdate twice. Be sure to use the correct social security or it will delay your COC. The social security must match what is on file at Chico State.
4. After entering your personal information correctly, the system will direct you to return to enter User ID and Password.
5. Log in and read the Commission in Teacher Credentialing Disclaimer and click "Next."
6. Verify your Personal Information; you can ONLY change your email address/ mailing address and Last Known County of Employment (this is used once you have a teaching position). Name changes must be completed by mail or fax with the Commission on Teacher Credentialing.
7. Click "Next."
8. Under "Document" tab, review the last section that states "Apply for a Certificate of Clearance" and click on "Create New."

Apply for a Certificate of Clearance - Security Supervisor Clearance Certificate

This option is ONLY for those seeking background clearance.

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 ▾

9. Once you click on "Create New" a new screen opens.
10. Under "General Application Category" click on the drop down to select "**Certificate/Activity Supervisor Clearance Certificate.**"
11. Using the drop-down arrow under "Document/Authorization Title" select "**Certificate of Clearance.**"

12. Once the selection is made for the Certificate of Clearance a page will pop up below. If you scroll to the bottom of the page you will click "**Next.**"
13. Continue to follow the instructions, answering all *Professional Fitness Questions*. STOP and do not complete this step if you have ever had a felony or misdemeanor you need to contact Rachele Sousa, Chico State Credential Analyst at rrsousa@csuchico.edu or 530-898-6455.
14. Click **Process Payment**.
15. Continue to follow the instructions to pay for your certificate.
16. You will receive an email from CTC stating that the COC has been granted, this portion of your program application is complete.
17. If it is more than two weeks and you have not received an email from CTC regarding your COC, you need to review their website.
18. You can look up your COC or any documents at the CTC on their website: www.ctc.ca.gov.
19. Click on "**Search for an Educator.**"
20. Click on "**Secured Search.**"
21. Enter your **Social Security Number and Date of Birth**, then click "**Search.**"
22. When the COC or any other document at the CTC you will see it listed under "**Document.**"
23. If you see the document listed on the CTC website, this portion of your program application is complete. If you do not see your document please contact Rachele Sousa, Chico State Credential Analyst, rrsousa@csuchico.edu or 530-898-6455.

STEP 3 only if you hold a current 30-day sub permit, PIP, STSP complete this step.

1. Go to ctc.ca.gov
2. Click on Educator Login
3. Log into your account
4. Verify your personal information is correct especially the email address
5. Then click "next"
6. At the bottom of the page you will see "Apply for Certificate of Clearance or Activity Supervisor Clearance Certificate"
 - a. Click on "Create New"
 - b. Choose "Apply for Certificate of Clearance"
 - c. Continue to follow the steps and pay for the COC.
7. It will take a few days to post, once it is posted you will then submit it with your Credential Application.
8. If you do not see your document please contact Rachele Sousa, Chico State Credential Analyst, rrsousa@csuchico.edu or 530-898-6455.

Example:



Print Form

Reset Form

Example

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0281
ORI (Code assigned by DOJ)

TEACHER CRED 44340 EC
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

LICENSE/CERTIFICATION/PERMIT
Authorized Applicant Type

Contributing Agency Information:

CASM TEACHER CREDENTIALING
Agency Authorized to Receive Criminal Record Information

1900 Capitol Avenue
Street Address or P.O. Box

Sacramento CA 95811-4213
City State ZIP Code

03294
Mail Code (five-digit code assigned by DOJ)

Contact Name (mandatory for all school submissions)

Contact Telephone Number

Applicant Information:

Doe
*Last Name

Other Name: (AKA or Alias)

*Last Name

1/1/1995 Sex Male Female
*Date of Birth

5' 7" 150 Brown Brown
*Height *Weight *Eye Color *Hair Color

California 000-00-0000
*Place of Birth (State or Country) *Social Security Number

*Home Address 400 W. 1st Street
Street Address or P.O. Box

Jane
*First Name Middle Initial Suffix

*First Name Suffix

C0000000
*Driver's License

Number Billing
Number (Agency Billing Number)

Misc. Number
(Other Identification Number)

Chico CA 95929
City State ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Jane Doe

3/1/23

*Applicant Signature

*Date

Your Number: 000-00-0000
*OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI
(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number:
(Must provide proof of rejection) Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box Telephone Number (optional)

City State ZIP Code Mail Code (five digit code assigned by DOJ)

Live Scan Transaction Completed By:

Name of Operator Date

Transmitting Agency LSID ATI Number Amount Collected/Billed