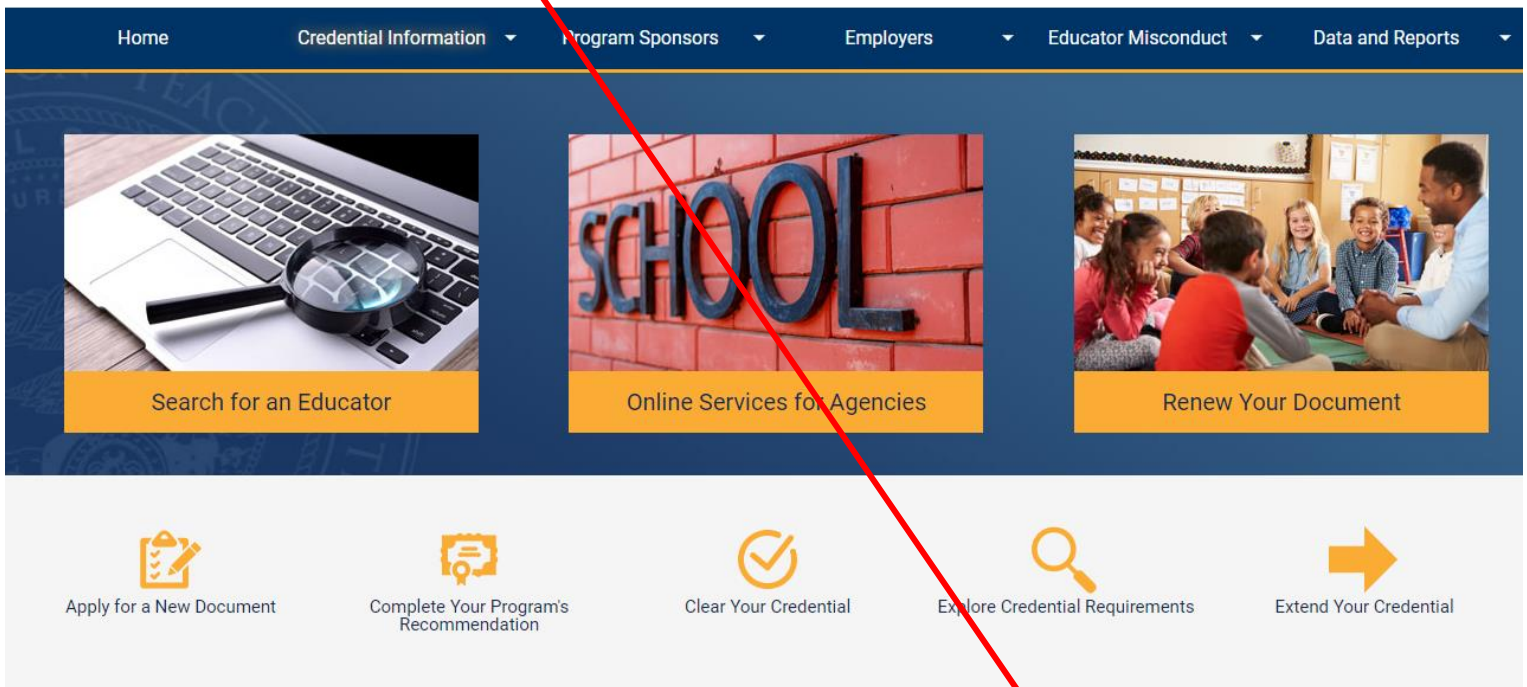





## How to apply for the Certificate of Clearance (COC)


**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
- > Update Your Credential File
- > Credentials FAQ - General Questions
- > Accreditation
- > Preconditions and Standards
- > 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

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

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

Document/Authorization Title: Certificate of Clearance

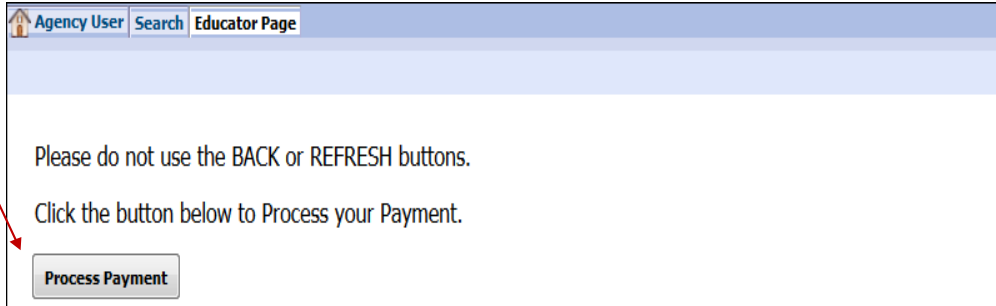
[Back](#) [Next](#)

**Activity Supervisor Clearance Certificate**

**Certificate of Clearance**

[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.



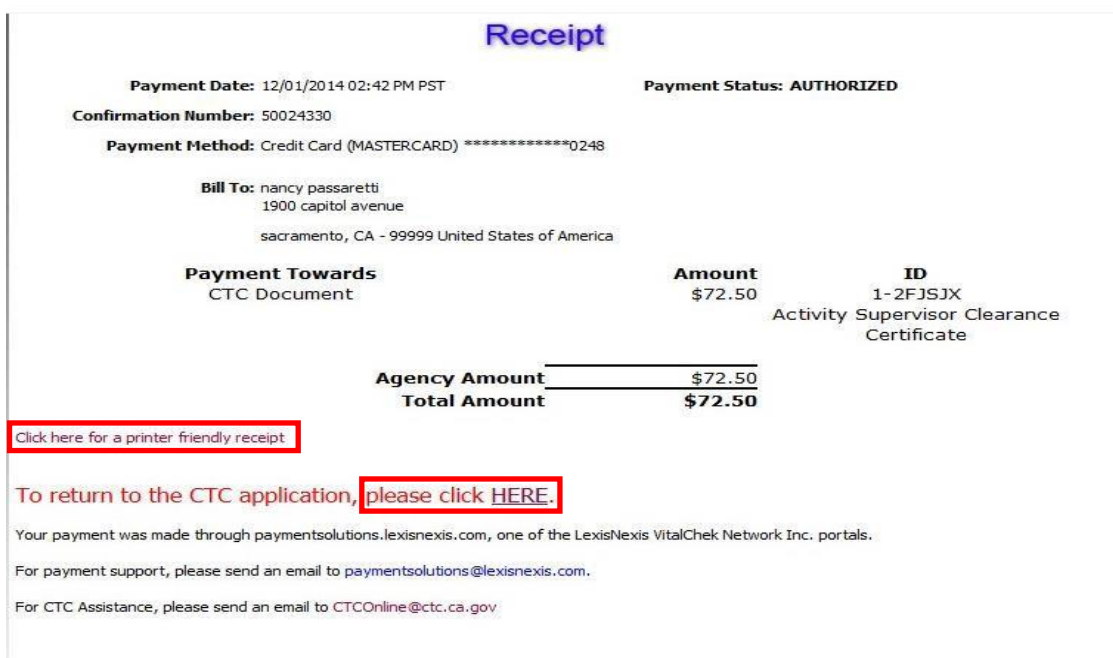
- Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

**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

Submit EITHER Number 1 (BOTH receipts) or Number 2 below in Cal State Apply Quadrant 4

1. 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: <b>A0281</b> Code assigned by DOJ		Type of Application: <b>License/Certification/Permit</b>	
Job Title or Type of License, Certification or Permit: <b>TEACHER CRED 44340 EC</b>			
Agency Address (Set Contributing Agency):			
<b>CASM TEACHER CREDENTIALING</b>		Mail Code (five-digit code assigned by DOJ): <b>03294</b>	
<small>Agency authorized to receive criminal history information</small>			
Street No. <b>1900 Capitol Avenue</b>		Contact Name (Mandatory for all school submissions)	
City <b>Sacramento</b>	State <b>CA</b>	Zip Code <b>95811-4213</b>	Contact Telephone No.
*Name of Applicant: (Please print) Last: _____ First: _____ MI: _____			
*Alias: Last: _____ First: _____		*Driver's License No.: _____	
*Date of Birth: _____ *Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Misc. No. BIL - _____	
*Height: _____ *Weight: _____		Agency Billing Number	
*Eye Color: _____ *Hair Color: _____		Misc. Number: _____	
*Home Address: _____			
*Place of Birth: _____		Street No. _____ Street or PO Box _____	
*Social Security Number (full): _____		City, State and Zip Code _____	
*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 _____	

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 passaretti  
1900 capital avenue  
sacramento, CA - 95999 United States of America

Payment Towards	Amount	ID
CTC Document		
<b>Agency Amount</b>		
<b>Total Amount</b>		

2. 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](mailto: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*  
\_\_\_\_\_  
Tim Steen  
Chair, Commission on  
Teacher Credentialing



*Mary Vico Sandy*  
\_\_\_\_\_  
Mary Vico Sandy  
Executive Director,  
Commission on Teacher  
Credentialing