

## Certificate of Clearance Instructions

**PLEASE NOTE:**

*If you hold a valid CTC issued document, you do not need to complete this process*

The Certificate of Clearance (COC) is issued by the State of California Commission on Teacher Credentialing (CTC) to individuals who have “completed the Commission’s fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law.”

### How to Apply:

- Complete the CTC Live Scan 41-LS form (<http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>) and print three copies. Take to a Live Scan electronic fingerprint service facility for submission to a Live Scan operator. Applicants are required to pay a processing fee for prints to be scanned. *(Recipients of a Teacher Recruitment Program live scan fee waiver must complete the fingerprinting process at: Ventura County Office of Education (VCOE), 5189 Verdugo Way, Camarillo, CA 93012. Please contact the VCOE at (805) 383-1914 to verify hours of operation. Additional information available at <http://www.vcoe.org/Human-Resources/Fingerprinting>)*
- Complete the online application and pay applicable fees on the CTC website through the Web Application process. *(see attached step-by-step instructions)* Upon submission of an online application, applicants will receive an email confirmation.
- Note: If you answer “yes” to any of the Personal and Professional Fitness questions, you must send required supporting documentation as per the instructions given.
- The status of a COC application may be obtained using the Educator Login on the CTC website. When a Certificate of Clearance has been granted, an email is sent to the applicant. Clearances are valid for five years.
- Print a copy of clearance and submit with a completed credential application packet. *(students obtaining a COC as a requirement for attendance in EDMS 422 OR EDSS 524 turn in their clearance directly to their instructor on the first day of class – a separate copy will be required when applying to a credential program)*