

Certificate of Clearance Instructions

Credential Services • Madera Hall 2900 • One University Drive • Camarillo, CA 93012 • (805) 437-8953 • credential.assistant@csuci.edu

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)*



How to apply for the Certificate of Clearance (COC) or Activity Supervisor Clearance Certificate (ASCC)

The Web Application process is only available at this time for persons who need fingerprint clearance. For directions on how to complete applications for new teaching credentials submitted by a Commission-approved program sponsor, [click here](#). Applicants from outside California seeking their first teaching credential must mail their applications to the Commission using [Form 41-4](#). Individuals who must submit fingerprint cards with their application must not use this online process! See [Credential Leaflet CL-900](#) for more information on the COC and [Credential Leaflet CL-891](#) for more information on the ASCC.

1. If not already completed, fill out the CTC-specific [Form 41-LS](#) and take 3 copies to a [Live Scan station](#) for your fingerprints to be taken.
2. Apply for your document using the Web Application Process at the CTC website. (www.ctc.ca.gov)
 - a. Select the **Educator Login** button to begin your application.

The screenshot shows the CTC website home page. At the top, there are three main navigation buttons: "Search for an Educator", "Online Services for Agencies", and "Renew Your Document". Below these are five service icons: "Apply for a New Document", "Complete Your Program's Recommendation", "Clear Your Credential", "Explore Credential Requirements", and "Extend Your Credential". A red arrow points from the "Explore Credential Requirements" icon down to the "Educator Login" button in the "Popular Links" section. The "Popular Links" section includes links for "How to Print Your Document", "Update Personal Information", "Credentials FAQ - General Questions", "Accreditation", "Standards: Common and Program", and "Out-of-State Applicants". On the right side, there is an "Application Status" section with the text: "We are currently processing applications received before: 3/9/2017".

3. Create/log in to your personal profile on the secure Educator Page. **If you have already created your User ID and password, enter them in the screen shown below and move to step 6. Users who have not yet completed this process must use the link "Create Educator Account" as shown in the screen below.**

[Login](#) [Search](#)

New User Registration:

Create New Educator

* = Required Field:

Please provide your own contact details so that we can create you as an Educator.

First Name: * Address Line 1: *
 Middle Name: Address Line 2:
 Last Name: * City: *
 Email: * State: * -Select-
 Work Phone #: Zip Code: *
 Home Phone #: Country: * -Select-

Enter User ID and Password

User ID: * Password requirements are as follows:
 Password: * • Nine Characters or more
 Verify Password: * • Capital and lower case Letters
 • At least one number
 • At least one symbol (any of these: <>';!~#%&*^&*_+@)
 • User ID cannot be part of password

Enter Challenging Questions and Answers (To be used when you forget your password)

Challenge Question 1: * Challenge Questions requirements are as follows:
 Challenge Answer 1: * • Questions must be minimum 5 characters length.
 Challenge Question 2: * • Answers must be minimum 5 characters length.
 Challenge Answer 2: * • Questions and answers must all be different.
 • Answer cannot be part of question.

- After creating your User ID and Password you will be directed back to the login screen to use your new User ID and Password. After logging in, you will be shown the Commission's Personal Information legal disclaimer. Click Next in the upper right corner to proceed.

[Login](#) [Search](#)

Welcome Back Educator Today is Tuesday, January 24, 2017

[Next](#)

Personal Information

You are required to complete all the pertinent spaces in the Personal Information section, including your full legal name, all former names, and your maiden name, if applicable. Additionally, you are required to provide your full Social Security Number (SSN) or Individual Tax Identification Number (ITIN) on your application pursuant to 42 USC §666 and California Family Code §17520. If this information is not furnished, your application will be returned to you for completion. See Coded Correspondence 13-14 on the Commission's website for more information.

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. Address changes can be completed during the online application process.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification and to contact you. Other information is used to determine your eligibility. When completing your application you will be required to answer six professional fitness questions and disclose any and all information regarding any arrests, convictions, and changes in education employment status as a result of allegations of misconduct or while allegations of misconduct were pending regarding your teaching credential and/or documents issued by the Commission or any other license issued to you by any other governmental agency. The Commission will evaluate your fitness to hold a credential based on your answers to the professional fitness questions, prior Commission reviews, and any other reports of misconduct received from, but not limited to, complainants, schools, districts, county office of education and the National Association of State Directors of Teacher Education and Certification.

The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorizes this work. If not furnished, your application may be denied, delayed, or returned for completion.

You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed.

You should not provide personal information that is not requested.

Information displayed online regarding the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to the agency that submitted the application all information provided with applications submitted by you through that agency. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code sections 44200-44439.

You have a right to review personal information maintained on you by our agency unless access is exempted by law, and contest its accuracy or completeness. To review your information, contact the Director of the Certification Division at, 1900 Capitol Avenue, Sacramento, California 95811. The Commission's privacy policy is found here (<http://www.ctc.ca.gov/privacy.html>).

Notice to Applicants for Issuance or Renewal of Credentials

The Commission is prohibited from issuing to or renewing the credential of any person convicted of any sex offense listed under Education Code Section 44010, any narcotics offense listed under Education Code Section 44011, or who has been determined to be a mentally disordered sex offender. Also, if a person that holds a credential has been convicted of any offense listed in Education Code 44424, such credential must be revoked.

Each application for a credential shall contain notice that the information provided by the applicant is subject to investigation for, and verification of, the applicant's moral character and true identity by means of review of information, records, reports, and other data from any agency or department of the state or any political subdivision of the state, whether chartered by the state or not, secured by the Commission for these purposes.

- The next screen allows you to verify the information on your personal profile page is entered correctly. Click the "Add or Change Personal Information" button to make any adjustments to your file as needed. A profile created by the recommending agency may contain only the Last and First names and your email address. Click "Next" when done.

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

Last Name: THREE1 Last Known County of Employment: HUMBOLDT COUNTY OFFICE OF EDUCATION Note: Please verify County of Employment is current
 First Name: TRAINING Adverse and Commission Actions Indicator : Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.
 Middle Name: APPLICATION Fingerprint Process Complete: Y Note: If the fingerprint process does not display as "Complete", please refer to the Fingerprint Information on our website

Document/Authorization Pick 1 of 1

General Application Category: -Select-
 Document/Authorization Title:

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.

Important Note:
 If supporting materials, including the Online Direct Application Cover Sheet and checklist, are not received within 30 calendar days, your application and fee will no longer be valid.
 Late submission of supporting materials will result in the application being denied (5 California Code of Regulations Section 80487).
 If you wish to pursue this document at a later date, you will be required to submit another application, pay an additional fee, and submit all supporting materials.

Back Next

10. A checklist will appear that verifies which document you have selected. **You are not required to send this checklist; it is only for your personal reference.**

Last Name: MC MULTIPLE Last Known County of Employment: Note: Please verify County of Employment is current
 First Name: MARK Adverse and Commission Actions Indicator : Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.
 Middle Name: Fingerprint Process Complete: Y Note: If the fingerprint process does not display as "Complete", please refer to the Fingerprint Information on our website

Document/Authorization Pick 1 of 1

General Application Category: Certificate of Clearance/Activity Supervisor Clearance Certificate
 Document/Authorization Title: 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.

Please fill out the following form. Highlight Fields

Certificate of Clearance

What will the applicant have to do?

Not everyone can use the Online Direct Application Process:
 If you are not currently located in California and will be submitting fingerprints (and other than the LiveScan process, you may not use the online direct application process. You must apply with a paper application. See the Commission's website: <http://www.cde.ca.gov/ta/te/pa/for-more-information-about-the-paper-application-process>

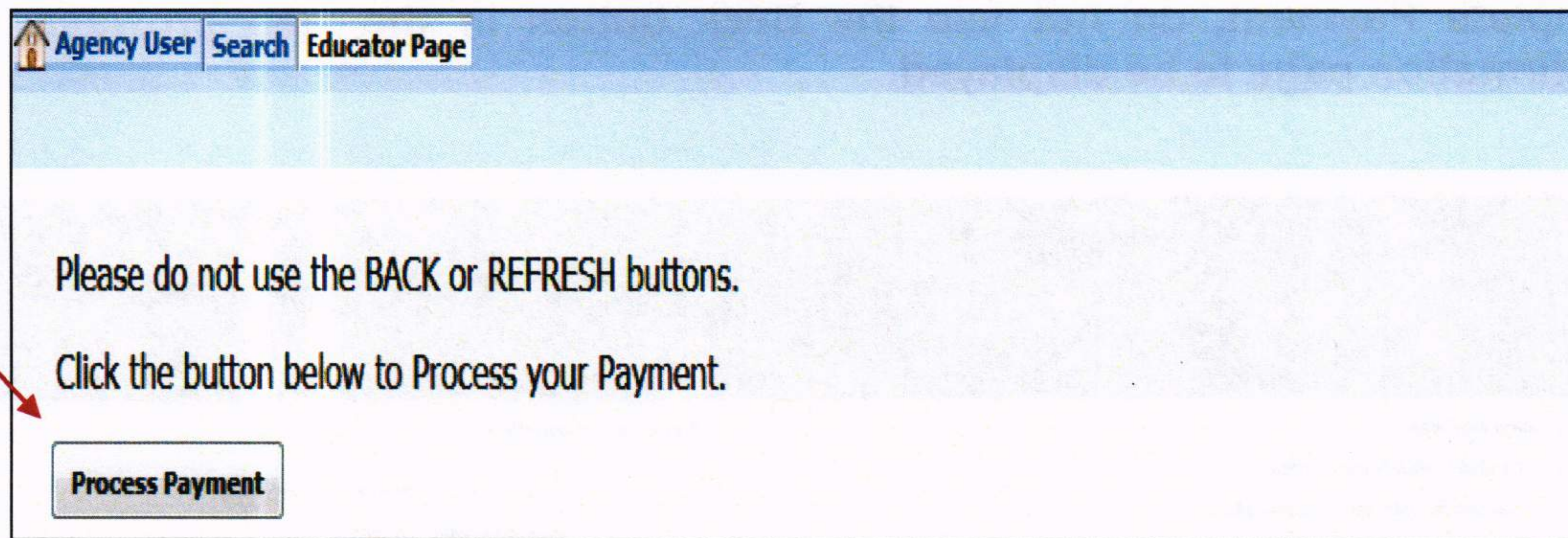
Requirements checklist for the Certificate of Clearance

- 1. Complete and print 3 copies of [Form #11-LS](#)
- 2. Take the copies of form #11-LS to a [Live Scan Station](#) to have your fingerprints taken. Your fingerprints will be electronically forwarded to the Commission. Keep two copies of form #11-LS for your records.
- 3. Complete the online direct application for the Certificate of Clearance and pay the \$25.00 non-refundable application fee using MasterCard or Visa.
- 4. Submit applicable documentation as required for the Professional Fitness Questions. Documentation should be mailed to:
 Commission on Teacher Credentialing
 Attn: Online Direct Applications
 1800 Capitol Avenue
 Sacramento, CA 95811-4211

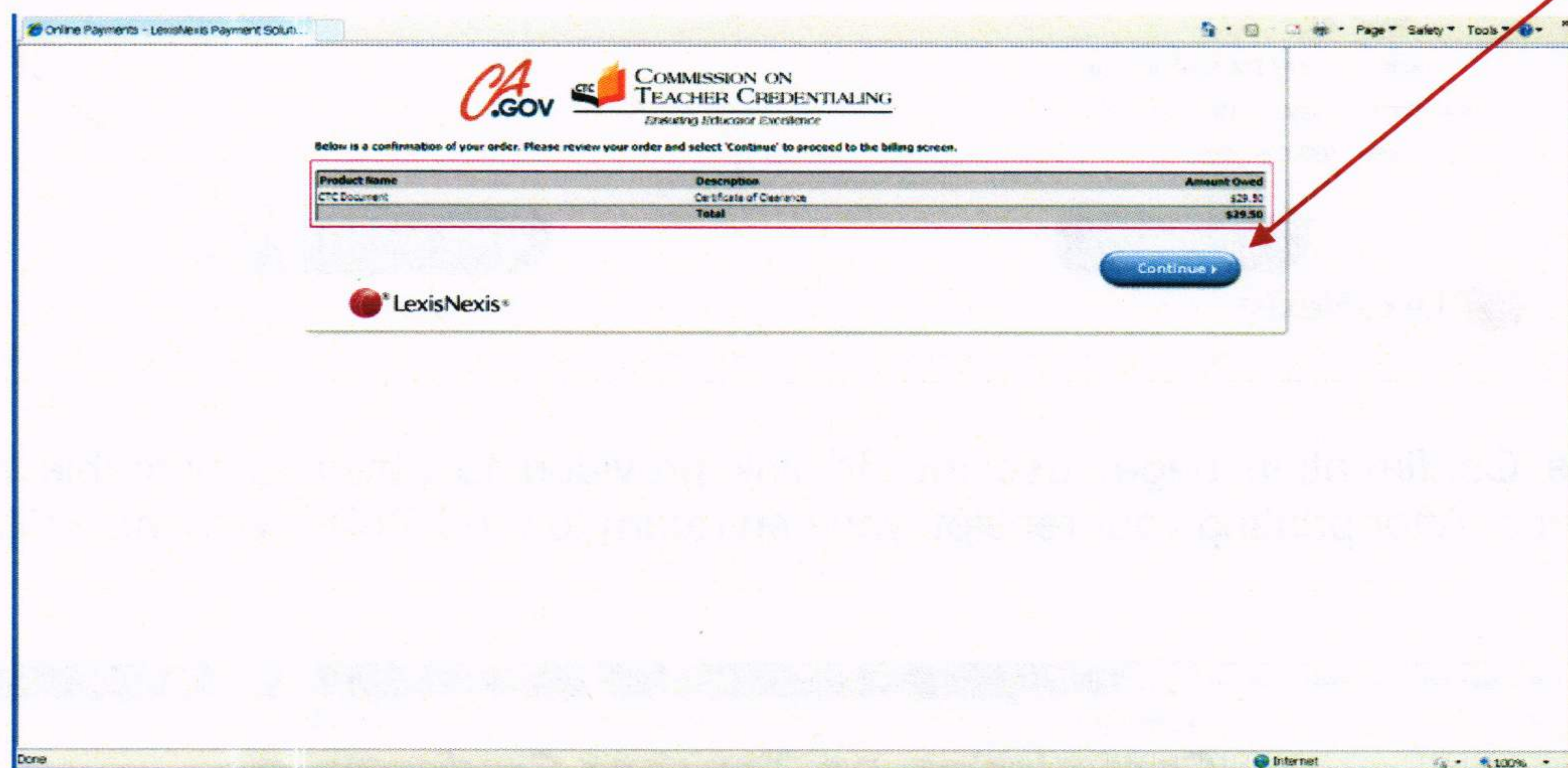
[View Checklist](#)

NOTE: This checklist is for your reference only. After having your fingerprints taken at a LiveScan site, you do not need to mail supporting materials to the Commission unless you are submitting information as required for the Professional Fitness Questions. Professional Fitness questions will be answered as part of the Online Direct Application Process.

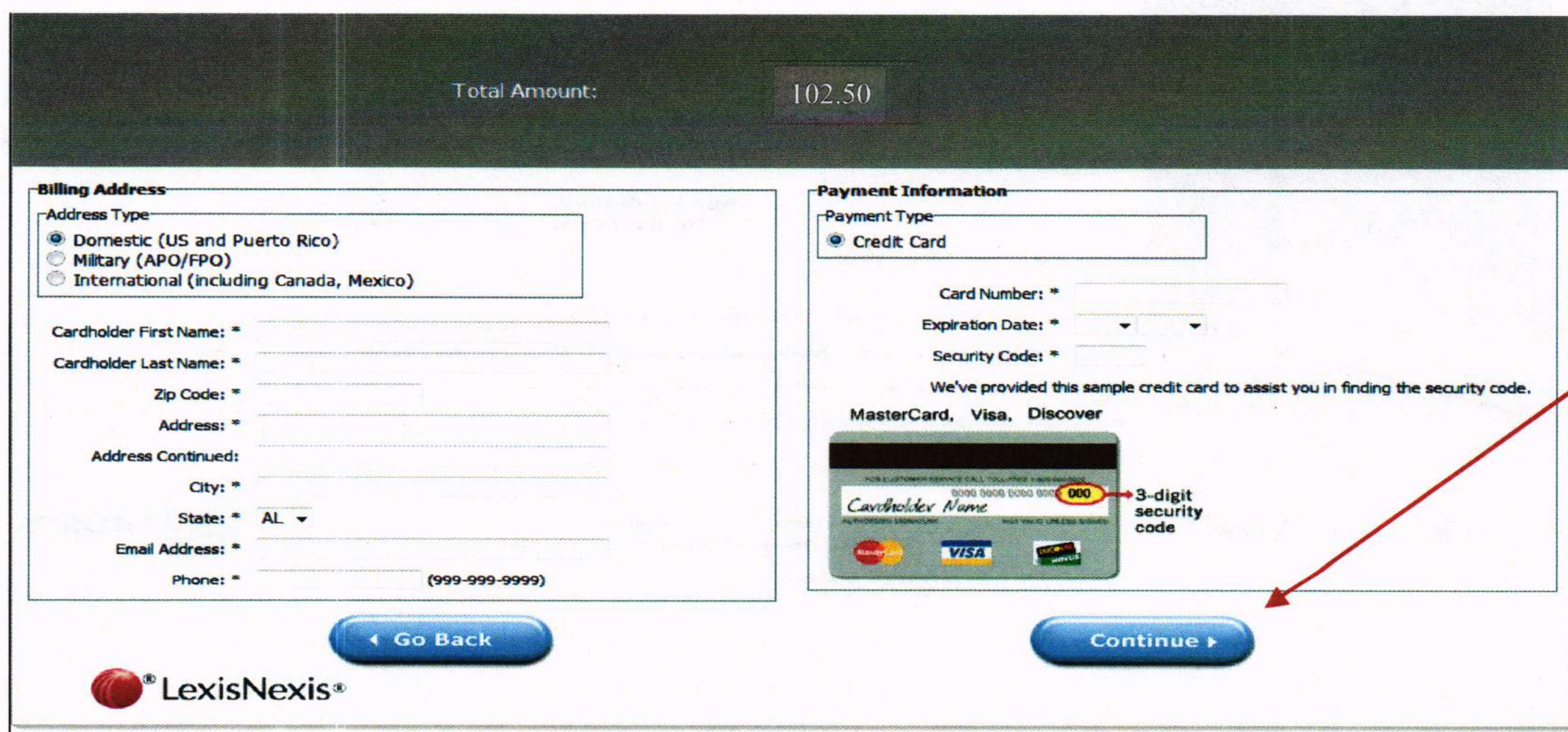
14. On the next page, click the Process Payment button to move forward.



15. The display shows the document applied for and the amount to pay. Click the Continue button.

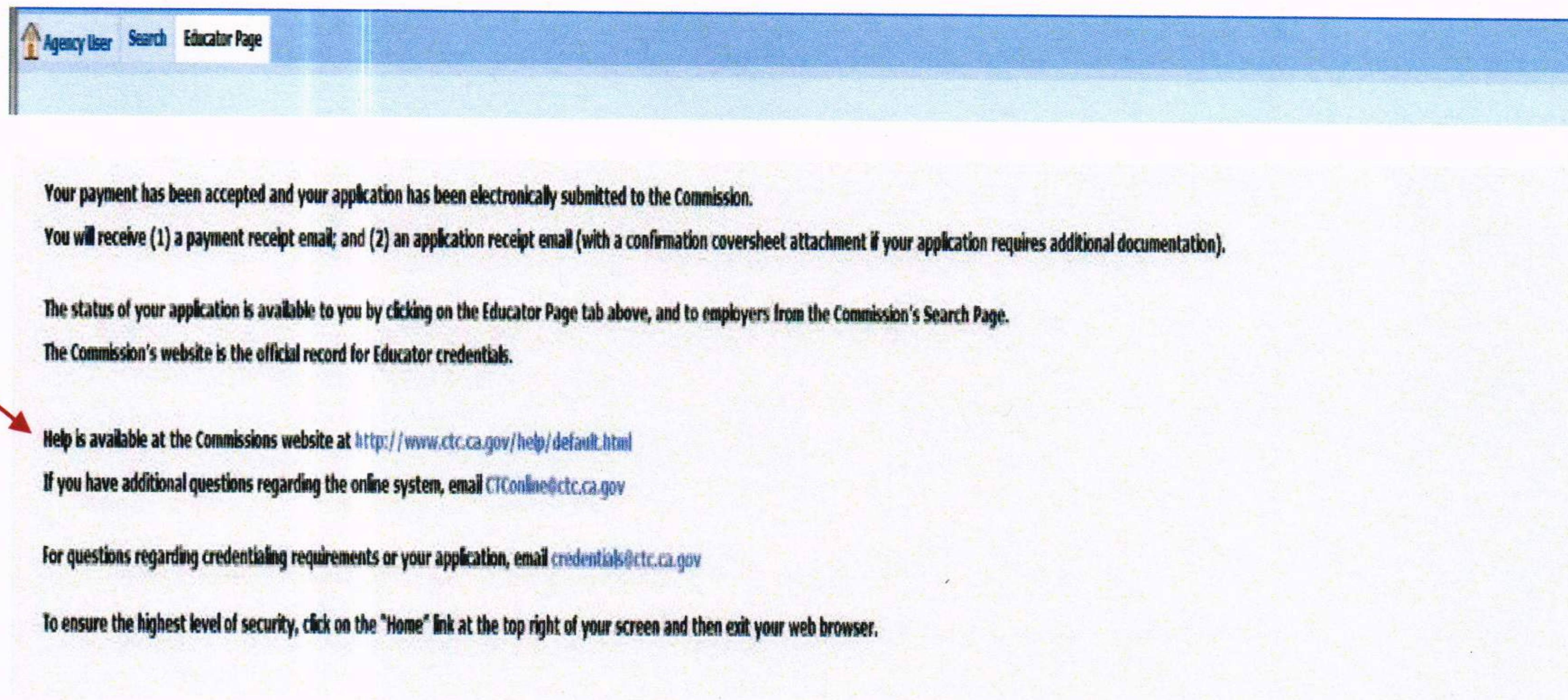


16. Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.



NOTE: The application fee is earned upon receipt and is not refundable. (Reference: Title 5, California Code of Regulations, Section 80487)

19. The final landing page provides directions back to the Educator page or to log out of CTC Online.



Note: If you answered "yes" to any of the Personal and Professional Fitness questions you must send the required supporting materials to the Commission as per the instructions provided.

REQUEST FOR LIVE SCAN SERVICE

FORM 41-LS Rev. 06/13

Applicant Submission

ORI: **A0281** Type of Application: **License/Certification/Permit**
Code assigned by DOJ

Job Title or Type of License, Certification or Permit: **TEACHER CRED 44340 EC**

Agency Address Set Contributing Agency:

CASM TEACHER CREDENTIALING **03294**
Agency authorized to receive criminal history information Mail Code (five-digit code assigned by DOJ)

1900 Capitol Avenue
Street No. Street or PO Box Contact Name (Mandatory for all school submissions)

Sacramento CA 95811-4213
City State Zip Code Contact Telephone No.

Name of Applicant: _____
(Please print) Last First MI

Alias: _____ Last First Driver's License No: _____

Date of Birth: _____ Sex: Male Female Misc. No. BIL - _____
Agency Billing Number

Height: _____ Weight: _____ Misc. Number: _____

Eye Color: _____ Hair Color: _____ Home Address: _____
Street No. Street or PO Box

Place of Birth: _____ City, State and Zip Code

Social Security Number (full): _____

Your Number: _____ OCA No. (Applicant Social Security No.)

If resubmission, list Original ATI Level of Service: DOJ FBI
Number: _____

Employer: (Additional response for agencies specified by statute)

Employer Name _____

Street No. _____ Street or PO Box _____ Mail Code (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 _____