



TEACHER PREPARATION CENTER CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN

- Complete the CTC-specific 41-LS LiveScan form: <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf>. Take it to a Live Scan Station (<http://ag.ca.gov/fingerprints/publications/contact.php>) for your fingerprints to be taken.
- *If you had your fingerprints taken at a district or for another type of job, these WILL NOT be electronically submitted to the CTC.*

COMPLETE THE ONLINE APPLICATION AT THE CCTC WEBSITE

- Apply for the Certificate of Clearance using the Web Application Process at the CTC website. (www.ctc.ca.gov)
- **Important:** Before beginning the application process, be sure to turn off all pop-up blockers for this site.
 - **A.** Click the **Online Services for Educators** navigation button
 - **B.** Select the link **“Educators Page” to complete your application on the Educator Page**
 - **C.** Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If creating a new profile, you will need to enter this information twice.
 - **D.** Edit/complete your personal profile and click **‘Next’**
 - **E.** Click on the **“Create New”** button under Web Applications to start your application for the Certificate of Clearance
 - **F.** Select the Certificate of Clearance from the drop down menus; review the checklist verifying you meet all requirements for the document, print it, click **‘Next’**
 - **G.** Read the Disclosure page for the Professional Fitness questions and answer **‘Yes’** to continue to the next page.
 - **H.** Answer each of the Professional Fitness Questions, complete the Oath and Affidavit, and click Submit Payment
 - **I.** The display shows the document applied for and the amount to pay. Click the Continue button.
 - **J.** 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.
 - **K.** Verify all the payment information is correct, including email address. Click complete Payment button. **Do not click the Complete Payment button more than once.**

- *L.* Use the link provided to obtain a printable receipt for your reference and personal records.
- **Note: If you answered “yes” to any of the Personal and Professional Fitness questions you must send required supporting materials to the Commission as per instructions.**
- Once your COC is processed it can be printed from the Internet. After two weeks, log in to the Educator’s Page on the CTC website: <http://www.ctc.ca.gov/credentials/online-services/default.html> to check your application status.
- Submit a copy of the Certificate of Clearance to the Credential Admissions Office. **** The printed document must have your name, document number and the issuance date. ****

If you already have a Certificate of Clearance OR a CCTC credential (i.e., Substitute Credential, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the above process.