TEACHER PREPARATION CENTER

CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS

HAVE YOUR FINGERPRINTS TAKEN VIA LIVESCAN

  Take it to a Live Scan Station ([http://ag.ca.gov/fingerprints/publications/contact.php](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 CTC WEBSITE

- Apply for the Certificate of Clearance using the Web Application Process at the CTC website. ([www.ctc.ca.gov](http://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.**
- 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](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.**