



## GRADUATE COLLEGE of EDUCATION

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### **CERTIFICATE OF CLEARANCE ONLINE APPLICATION INSTRUCTIONS**

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#### **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 two copies to a LiveScan Station for your fingerprints to be taken. To get your fingerprints taken at San Francisco State University Police Department, please call 415/338-6043 to make a LiveScan appointment.
- If you already have a Certificate of Clearance OR a CTC credential (i.e., Substitute Permit, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the below process.
- *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 (COC) using the Web Application Process at the CTC website ([www.ctc.ca.gov](http://www.ctc.ca.gov))
  - A. Click the **Credentialing Information** navigation button
  - B. Select the **Educator Login** button to begin your application.
  - C. Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. If this is your first application and you are creating a new profile, you will be prompted to enter this information twice.
  - D. When your personal profile is complete, 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 menu; review the checklist verifying you meet all requirements for the document, print it, and then click **Next**
  - G. Read the Discloser Page for the Professional Fitness questions and click **Next**
  - H. Answer each of the Professional Fitness questions, complete the Oath and Affidavit, and click **Submit Payment**
  - I. On the next page, click the **Process Payment** button to move forward
  - J. The display shows the document applied for and the amount to pay. Click **Continue**
  - K. 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**
  - L. Verify all the payment information is correct, including email address. Click **Complete Payment**
    - a. **Do not click the Complete Payment button more than once**
  - M. 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 into the Education’s Page on the CTC website <http://www.ctc.ca.gov/credentials/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 listed.***