

CERTIFICATE OF CLEARANCE INSTRUCTIONS

“Fingerprint clearance through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) is required from every applicant prior to the Commission’s issuance of any credential, permit, certificate, or waiver.

The Certificate of Clearance (COC) is a document issued by the Commission to an individual who has 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. The COC is not the same as a clear teaching or services credential. The COC does not authorize the holder to provide any instruction or services in schools; its sole purpose is to provide verification that the holder has completed a professional fitness review.” ([https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-\(cl-900\)](https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900))).

How to apply for a Certificate of Clearance:

Please note-this is a brief guide. Refer to the “How to Submit your Online Application” video and pdf on the CTC website, www.ctc.ca.gov/credentials/submit-online.html for step-by-step instructions.

Step 1 - Complete the fingerprinting process

1. Go to www.ctc.ca.gov/credentials/fee-and-fingerprint.html
2. Download the **41-LS** form from the table
3. Take the 41-LS forms to an agency providing fingerprinting services. For California locations, go to: <https://oag.ca.gov/fingerprints/locations>

Step 2 - Apply for a Certificate of Clearance

1. Go to www.ctc.ca.gov/credentials/submit-online.html
2. Click on **Submit Your Application Online**
3. Create/login to your profile on the secure Educator Page
 - i. At the bottom of your Educator Profile page, click on the blue box that says “**COC/ASCC Application**”
 - ii. Under *Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate*, click **Create New**
 - iii. Using the drop-down arrow under *Select Document/Authorization*, choose **Certificate of Clearance**
4. Continue to follow all subsequent instructions
5. Click **Submit Payment**
6. Continue to follow the instructions to pay for your certificate

Step 3 - Viewing your Certificate of Clearance

Approximately two to four weeks after filing your Certificate of Clearance application, you can monitor your status online.

1. Go to www.ctc.ca.gov
2. Click on **Educator Login**
3. Click **OK** and your personal information should appear
4. Click **Next**
5. Under the Document section, you should see your Certificate of Clearance document
6. Click on the document number to view/print your Certificate of Clearance