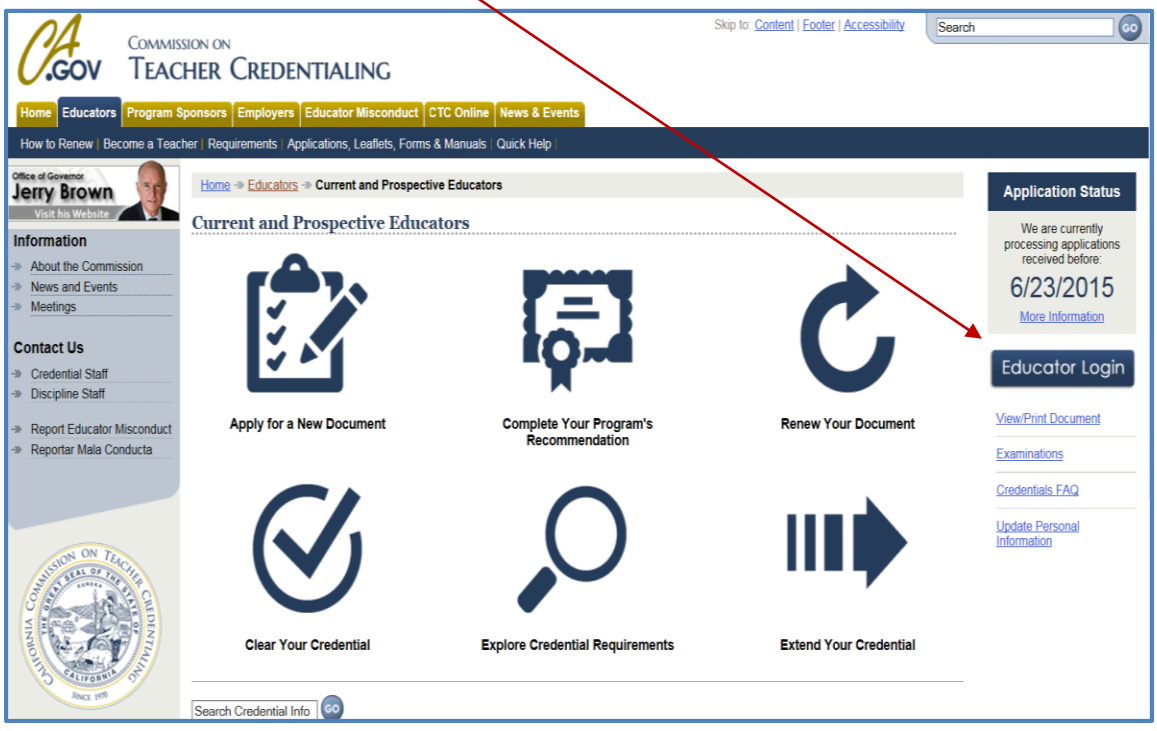
Services for Educators

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

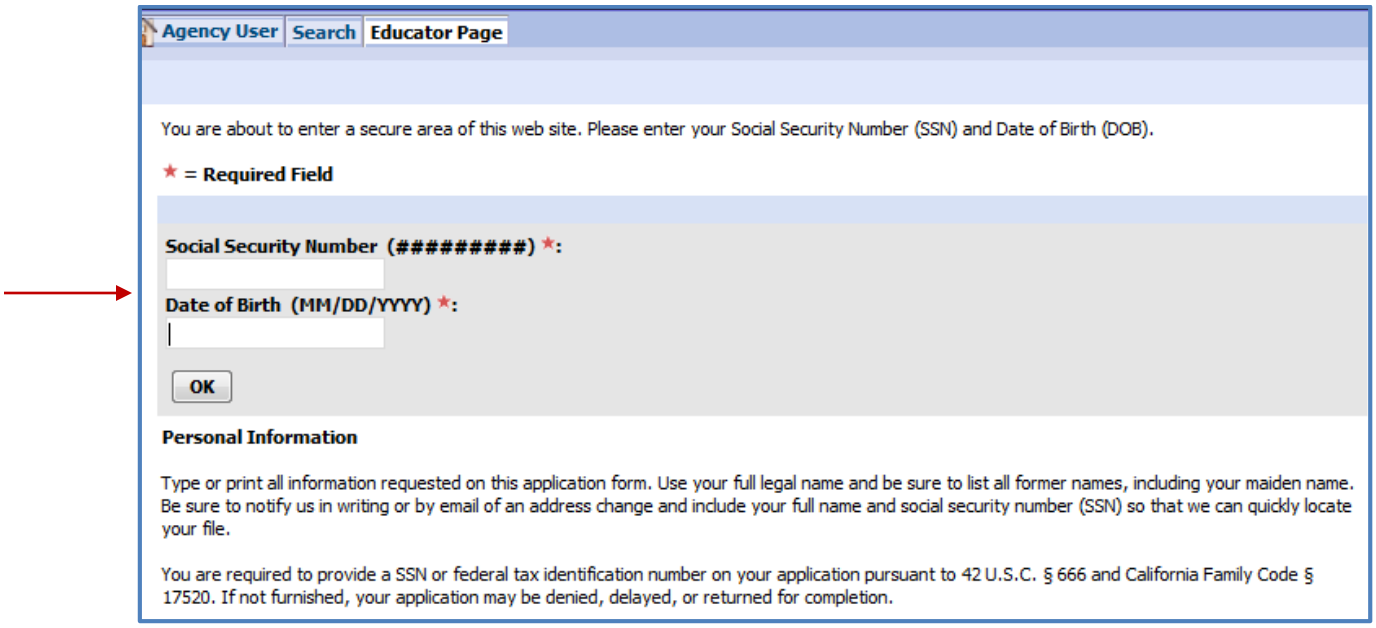
The Web Application process is only available at this time for persons who need fingerprint clearance. For directions on how to complete applications for new teaching credentials submitted by a Commission-approved program sponsor, click here. Applicants from outside California seeking their first teaching 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. Click the **Services for Educators** navigation button

   b. Select the **Educator Login** button to begin your application.

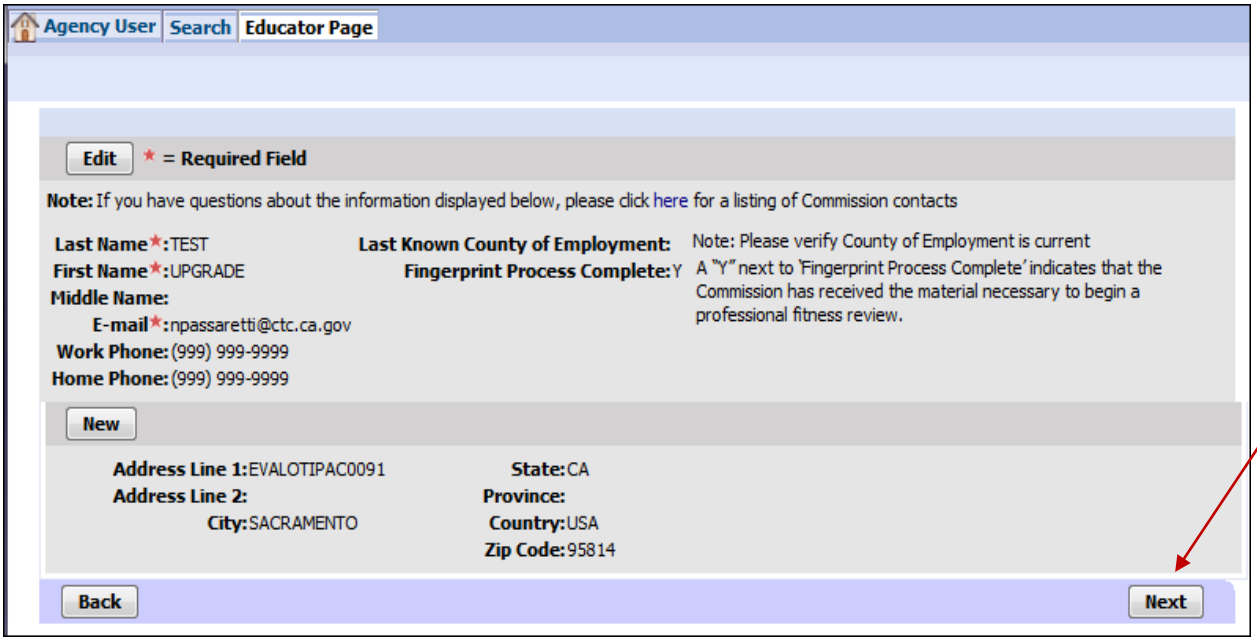


Create/log in to your personal profile on the secure Educator Page using your SSN and date of birth. **If this is your first application and you are creating a new profile, you will be prompted to enter this information twice.**

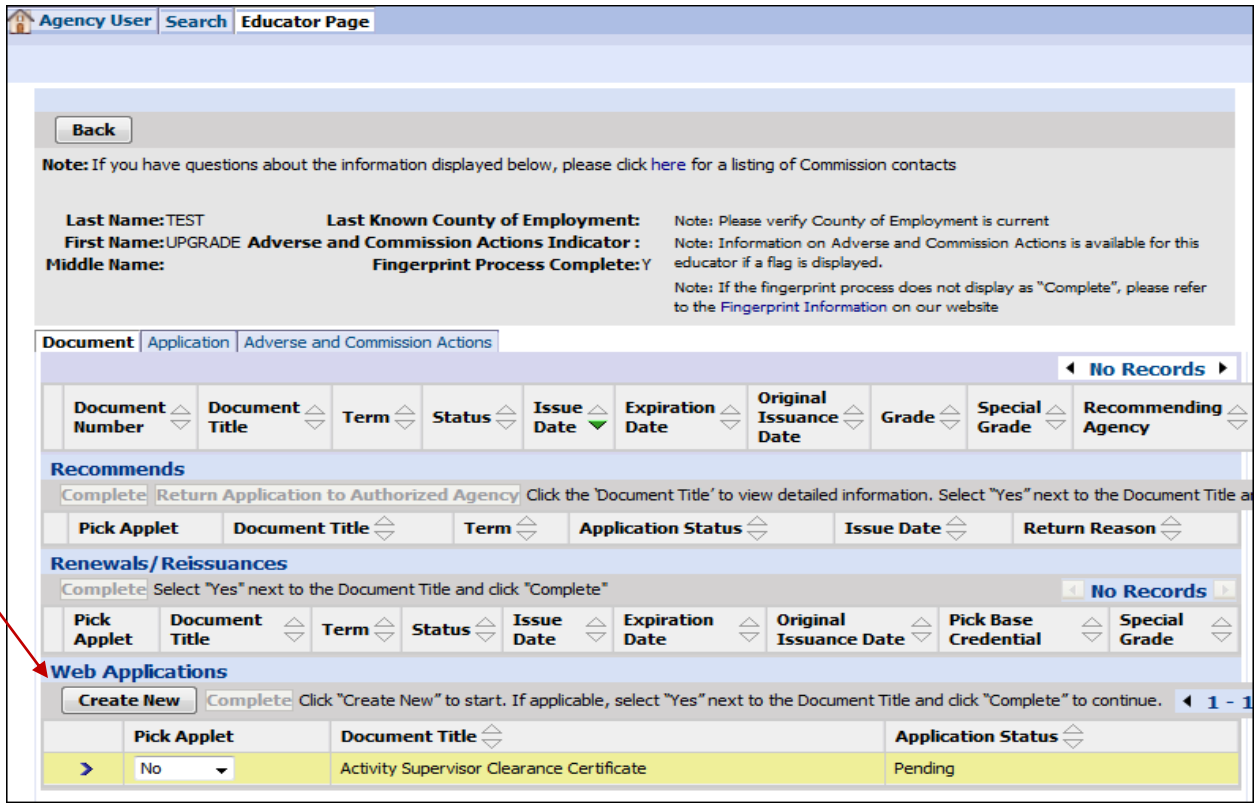


If this is your first application and information must be added, click here for directions on completing your profile first.

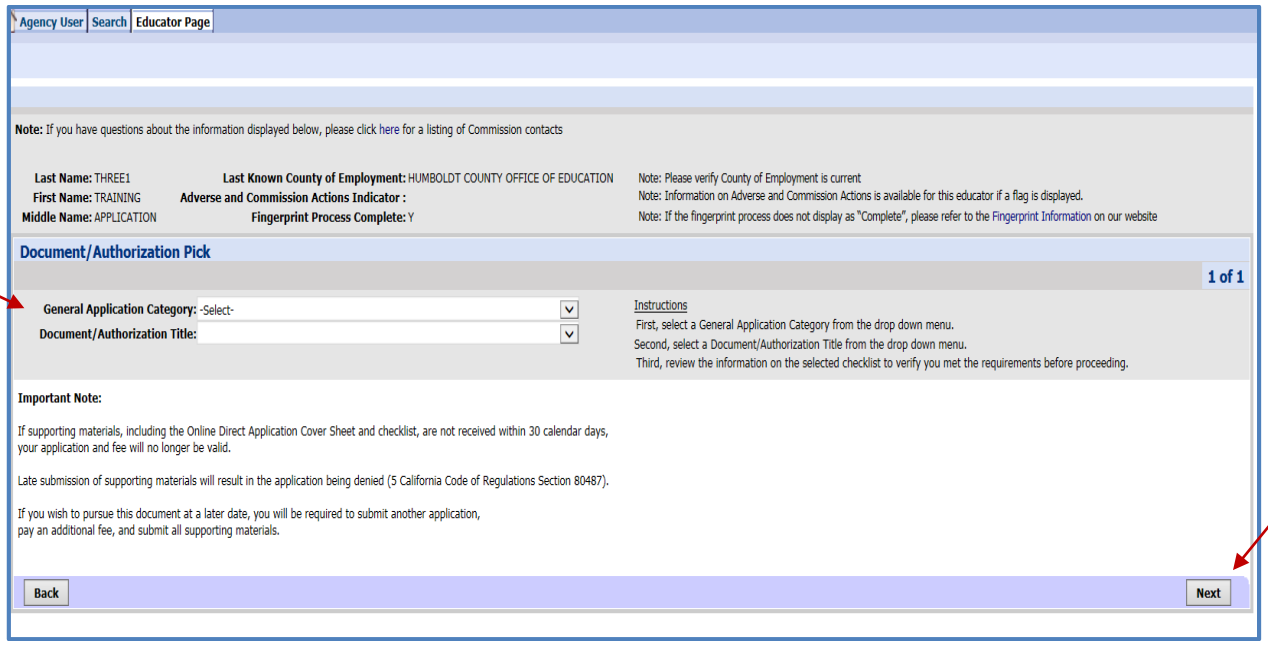
When your personal profile is complete, click 'Next.

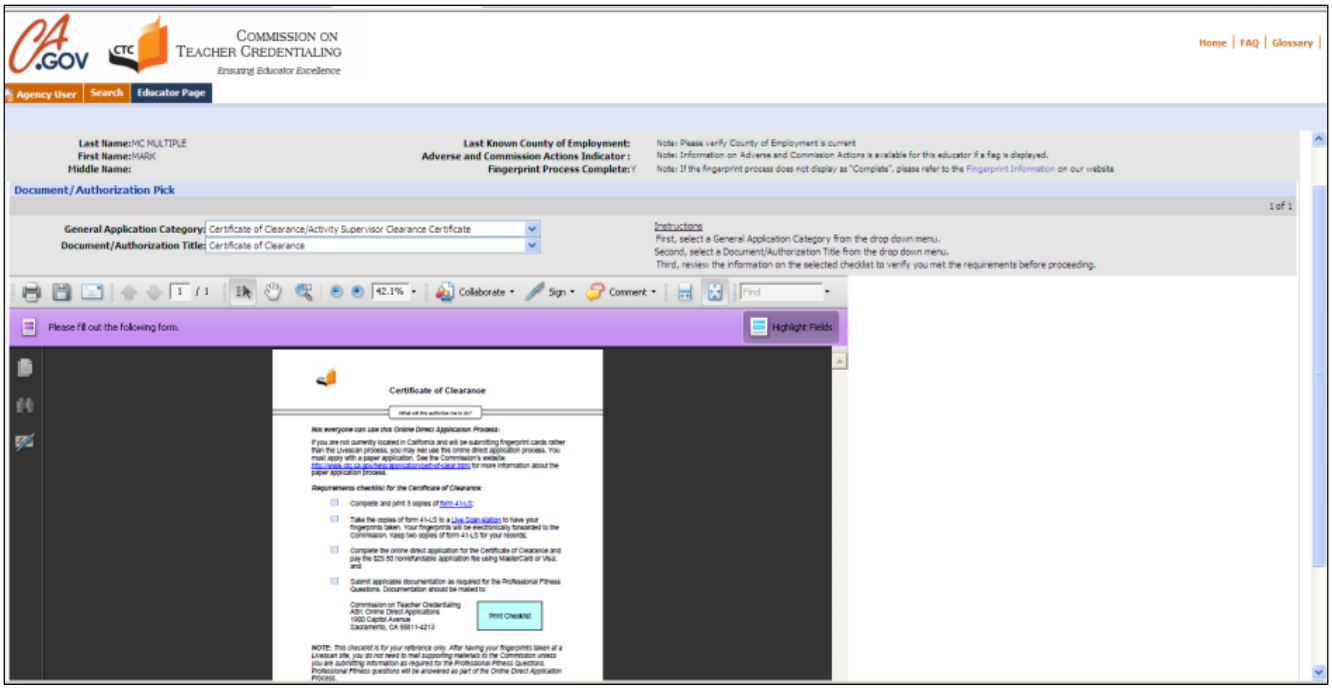


Click on the “Create New” button underneath the heading **“Web Applications”** to start your application for the Certificate of Clearance (COC) or Activity Supervisor Clearance Certificate (ASCC).



Select which document you wish to apply for (COC or ASCC) from the drop down menus; you will be prompted to review and print the checklist (see below-comes up in separate window); then click Next.





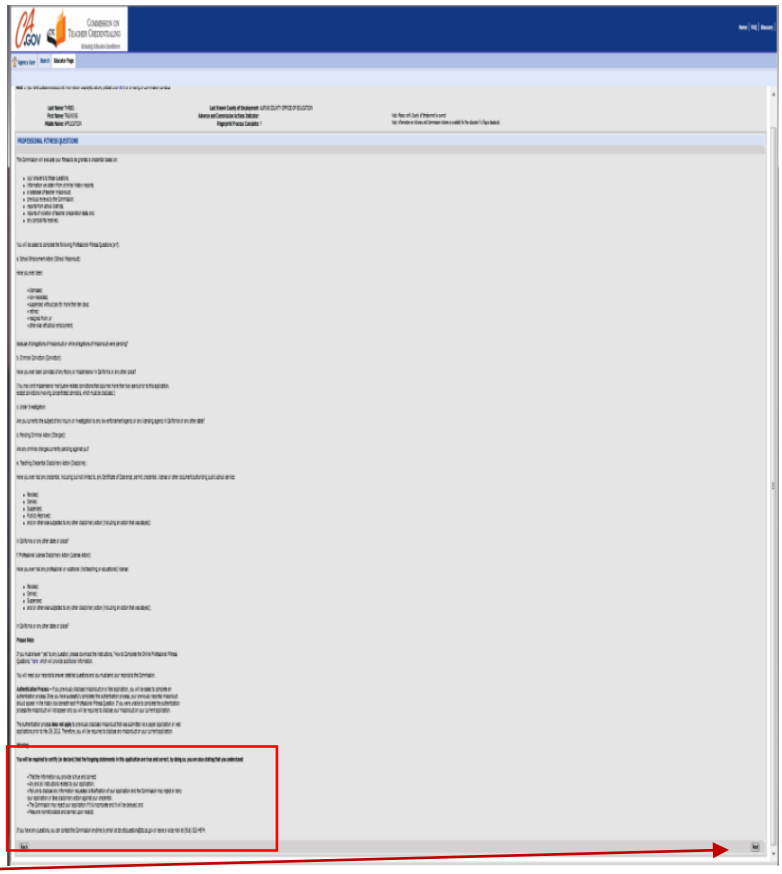
Read the entire Disclosure page for the Professional Fitness questions. Pay particular to the last part before continuing:

Warning:

You will be required to certify (or declare) that the forgoing statements in this application are true and correct, by doing so, you are also stating that you understand:

- That the information you provide is true and correct;
- Any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential.
- The Commission may reject your application if it is incomplete and it will be delayed; and
- Fees are nonrefundable and earned upon receipt.

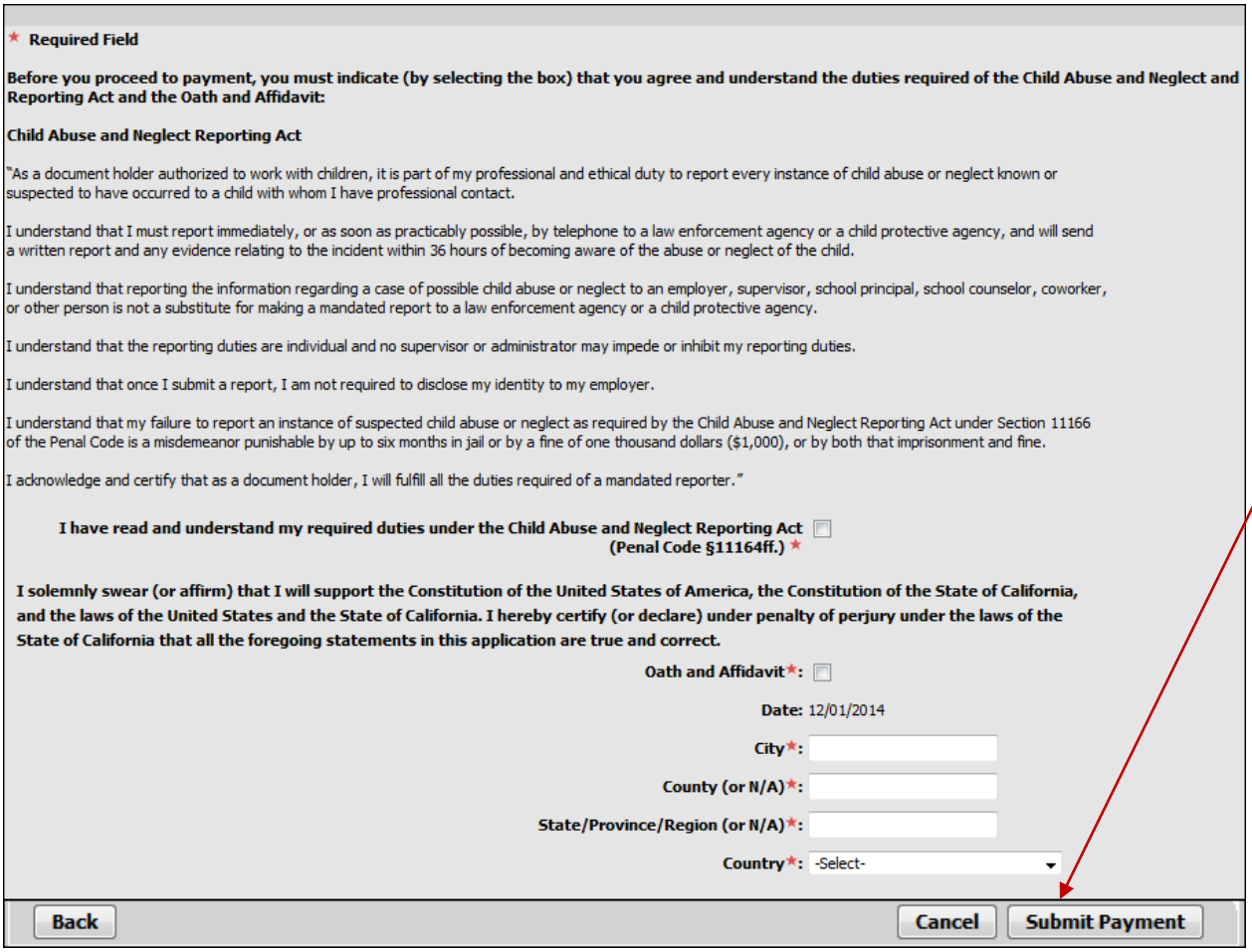
If you have any questions, you can contact the Commission anytime by email at ctc-pfqquestions@ctc.ca.gov



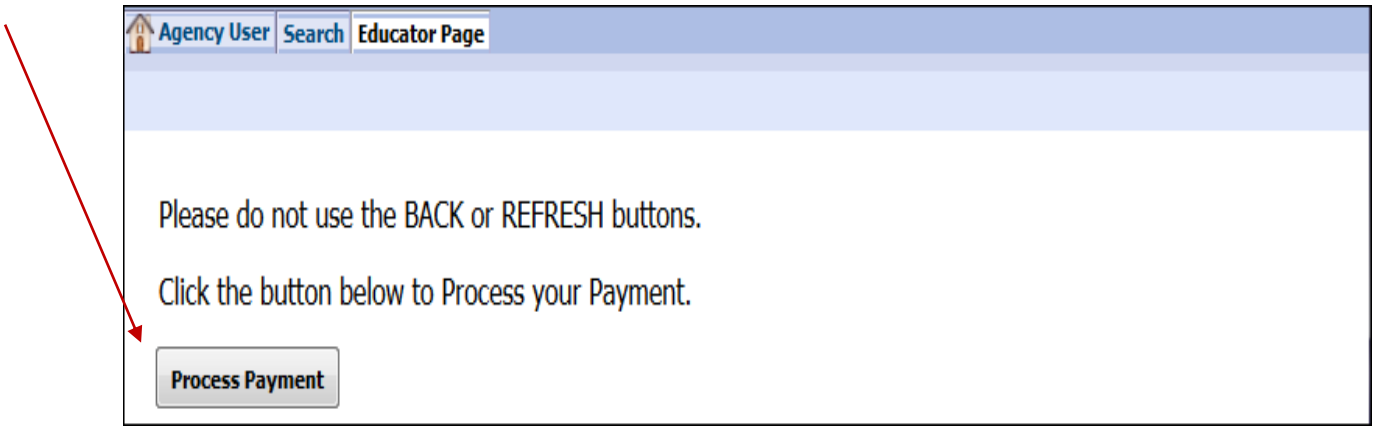
Click Next

Answer each of the Professional Fitness Questions. If you need assistance completing the Professional Fitness Questions, click on this link for help

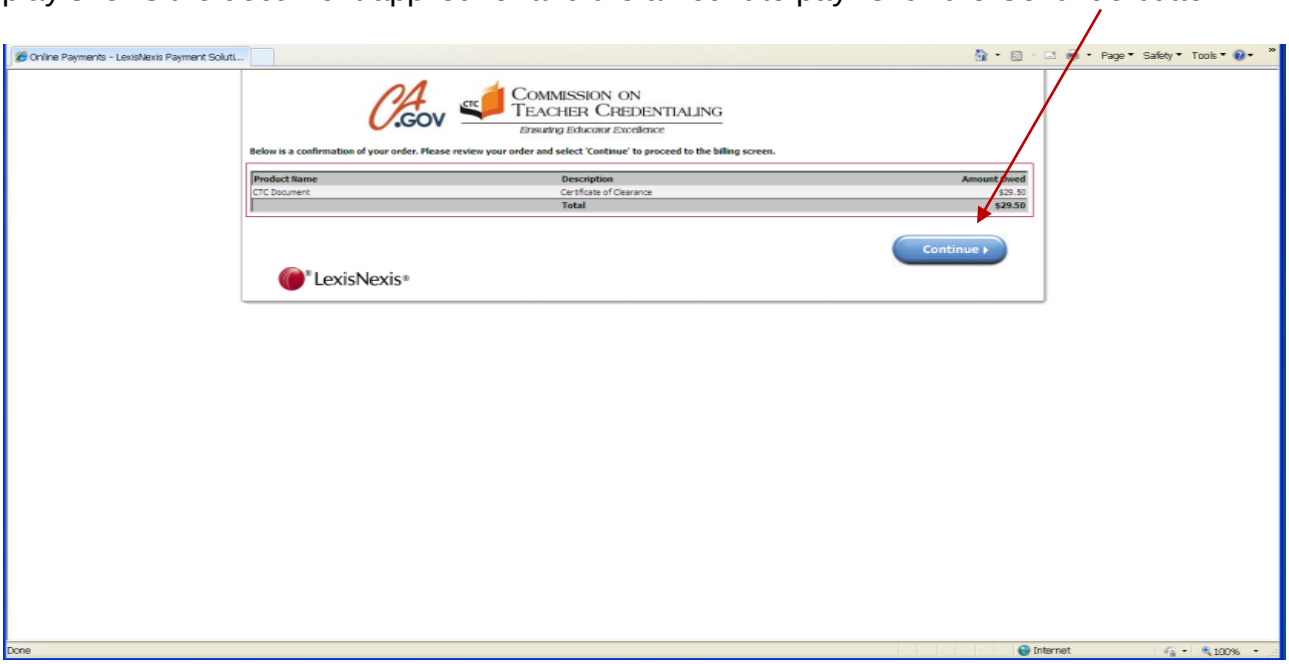
Complete the Oath and Affidavit, and click Submit Payment. **Click Submit Payment only once!**



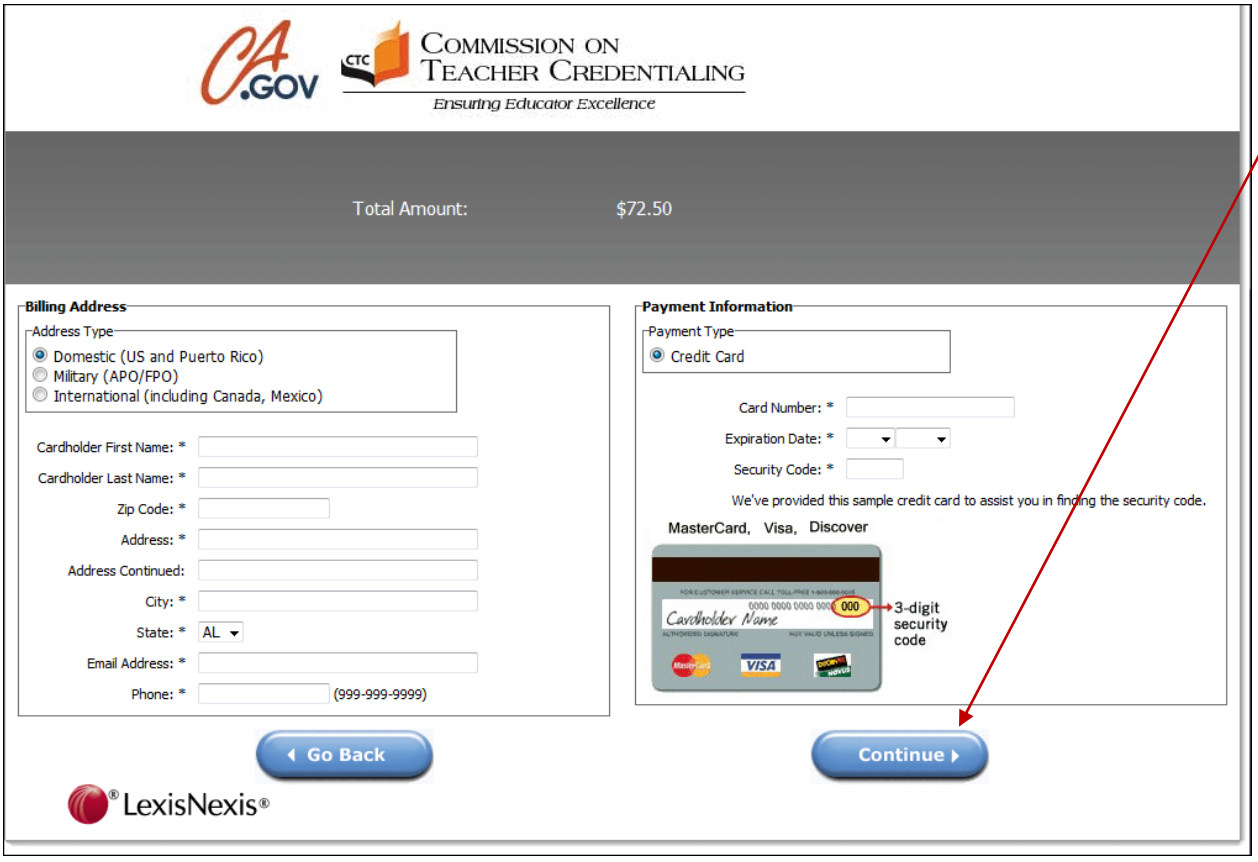
On the next page, click the Process Payment button to move forward.



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

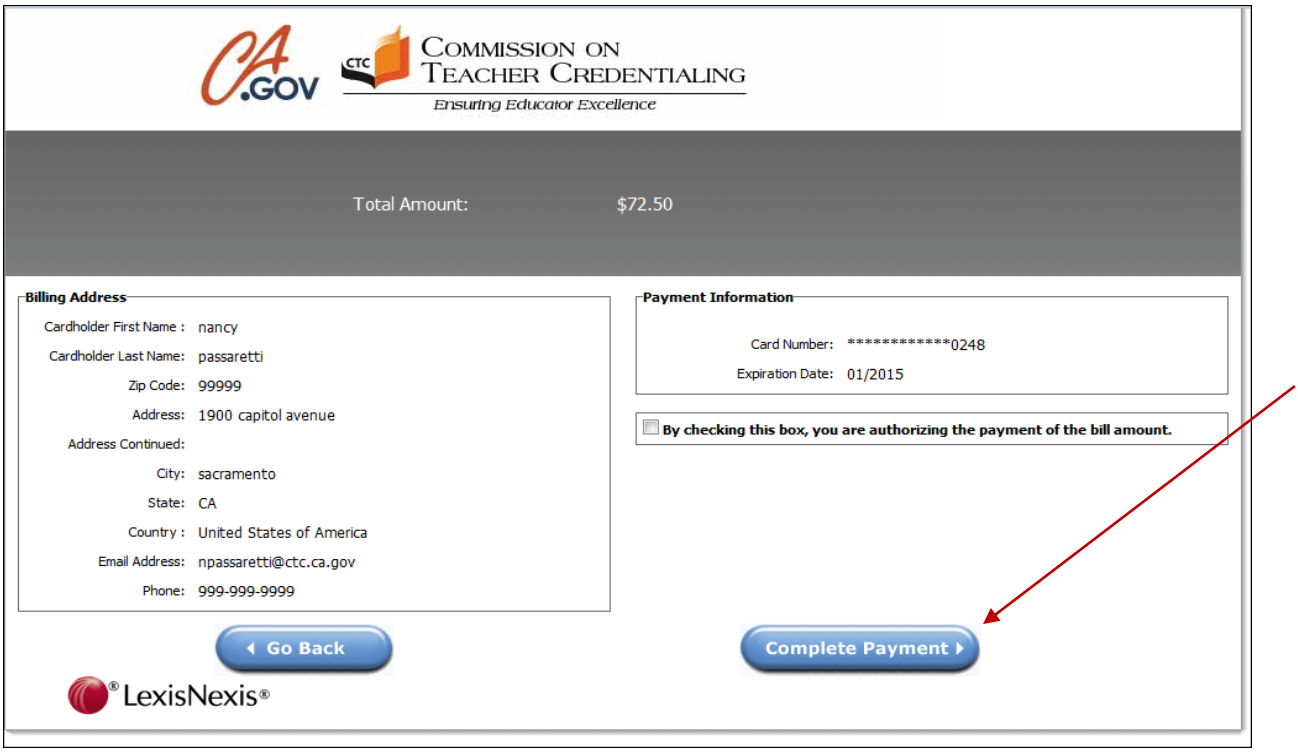


Complete the billing verification information for LexisNexis. Choose to pay with credit card (can also use debit card with Visa or MasterCard logo). Click Continue button when finished.

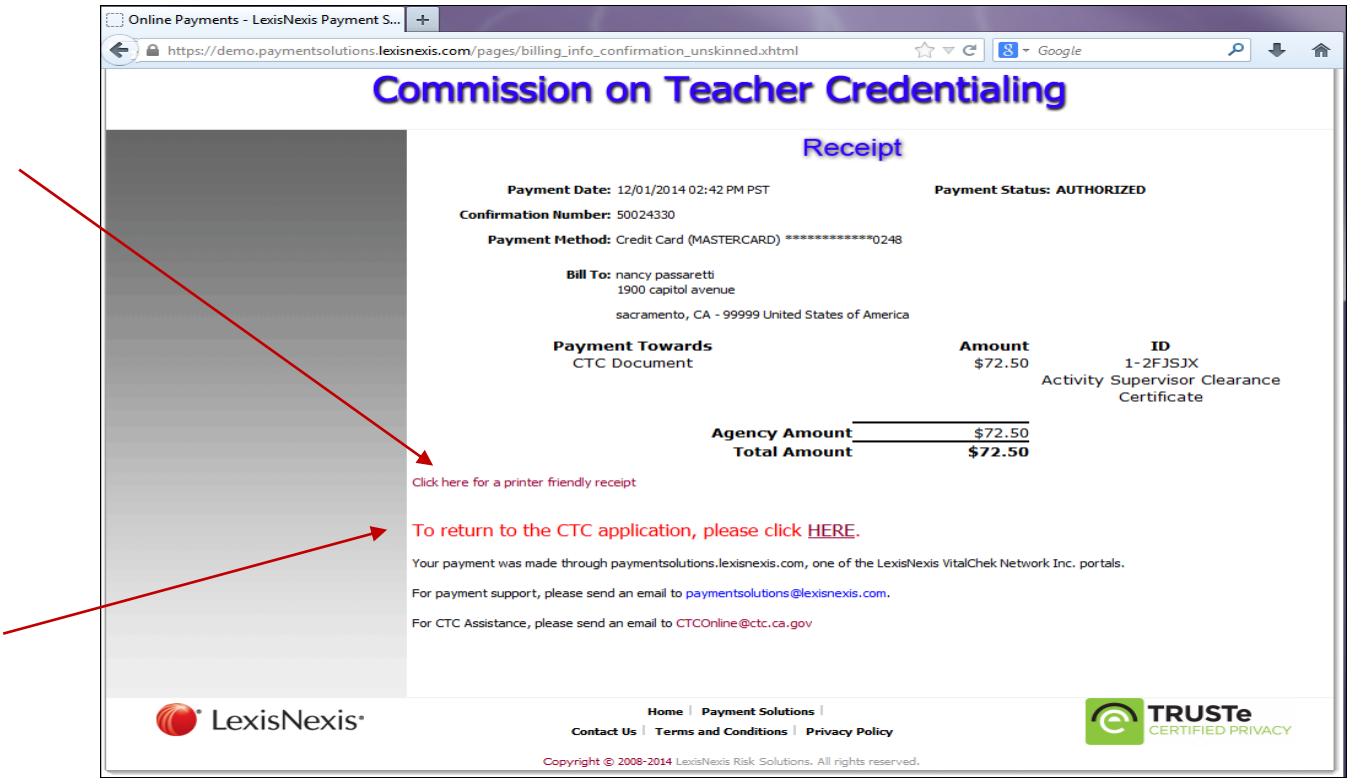


NOTE: The application fee is earned upon receipt and is <u>not refundable</u>. (Reference: Title 5, California Code of Regulations, Section 80487)

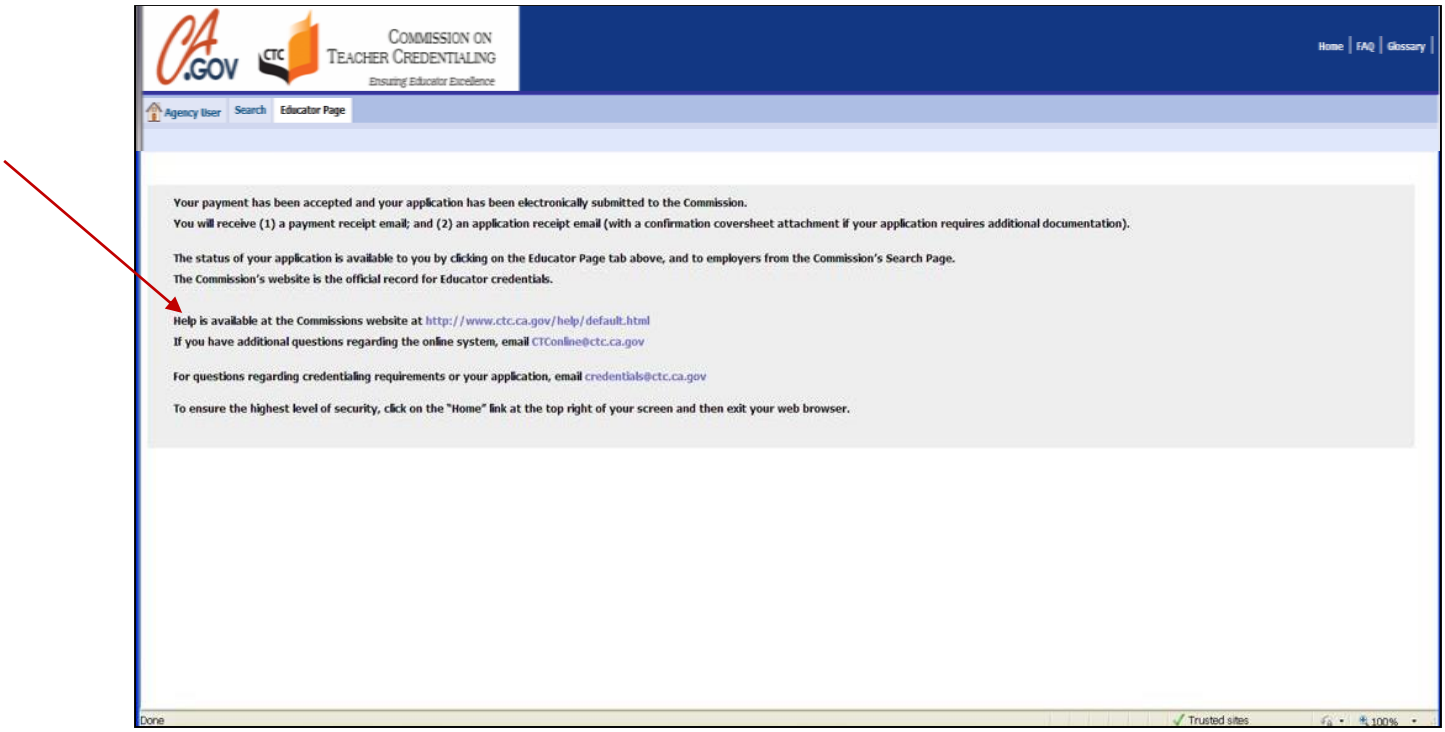
Verify all the payment information is correct, including email address. Click Complete Payment button. **Do not click the Complete Payment button more than once! After clicking Complete Payment, do not use the Back button in the web browser. Wait for the Confirmation page to be displayed.**



On the Confirmation page, use the 1st link provided to obtain a printable receipt for your reference. After printing your receipt, you can return to CTC Online with the 2nd link "please click **HERE**."



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.