CERTIFICATE OF CLEARANCE APPLICATION INSTRUCTIONS

1. HAVE YOUR FINGERPRINTS TAKEN VIA LIVE SCAN
   - Complete the CTC-specific 41-LS Live Scan Form (https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf) Print and take two copies to a Live Scan Station for your fingerprints to be taken.
   - (Click here to view a listing of Live Scan locations). https://oag.ca.gov/fingerprints/locations
   - If you already have a Certificate of Clearance OR a valid CTC document (e.g. Substitute Permit, Child Development Permit, Multiple Subject Credential, etc.) you DO NOT need to complete the process below.
   - *If you had your fingerprints taken at a district or for another type of job, these WILL NOT be electronically submitted to the CTC.*

2. COMPLETE THE ONLINE APPLICATION AT THE CTC WEBSITE
   - Apply for the Certificate of Clearance (COC) using the web application process at the CTC website. (https://www.ctc.ca.gov).
     a. Scroll down until you see **Educator Login** on the right hand side of the web page.
     b. Click on the button to begin your application.
     c. Enter your Social Security Number and your birthday to continue. **If this is your first application and you are creating a new profile, it will ask you to enter it twice.**
     d. Fill out the application with your personal information to create a profile as a new Educator. You will also be prompted to create a new user ID/Password as well as Security Questions/answers.
     e. When completed, hit the **NEXT** button. If completed correctly it will tell you that your User ID has been created. If not, it will ask you to go back and fix/complete what is needed.
     f. The website will redirect you to log in with your new user ID and password.
     g. Once logged in, read the information that is provided and click the **NEXT** button on the top right.
     h. After reading the disclosure page, it will ask you to verify the personal information that you had completed in part D. After you have verified, click on the **NEXT** button to continue.
     i. It will bring you to your Educator Profile and you will need to scroll down until you see *Apply for your Certificate of Clearance or Activity Supervisor Clearance Certificate.*
     j. Click on the **Create New** button and it will direct you to a new web page to select your options.
     k. Scroll until you see *Document/Authorization Pick*.
     l. From the drop down menu for **General Application Category**, select *Certificate of Clearance/ Activity Supervisor Clearance Certificate.*
     m. From the second drop down menu for **Document/Authorization Title**, select Certificate of Clearance.
     n. Click on the **NEXT** button to continue. It will redirect you to the Professional Fitness Questions.
     o. Read the disclosure for the Professional Fitness Questions. **NOTE: If you have answered YES to any of the Professional Fitness Questions, you must send required supporting materials to the Commission as per instructions. (https://www.ctc.ca.gov/docs/default-source/educator-discipline/files/prof-fitness-instructions.pdf)**
     p. Click **NEXT** once you have finished reading the Personal Fitness Questions.
     q. Answer YES/NO for Question A: *School Employment Action (School Misconduct)* and click **NEXT**.
     r. Answer YES/NO for Question B: *Criminal Conviction* and click **NEXT**.
     s. Answer YES/NO for Question C: *Currently Under Investigation* and click **NEXT**.
     t. Answer YES/NO for Question D: *Pending Criminal Action* and click **NEXT**.
     u. Answer YES/NO for Question E: *Teaching Credential Disciplinary Action* and click **NEXT**.
     v. Answer YES/NO for Question F: *Professional License Disciplinary Action* and click **NEXT**.
     w. Scroll down and read the *Child Abuse and Neglect Reporting Act* and complete the Oath and Affidavit and click **Complete Submission** when finished.

   - After two weeks, log into your profile using the Educator Login to check the status of your application. Once your Certificate of Clearance is processed, it can be saved as a PDF. **The document must have your name, document number and the issuance and expiration dates listed.**
   - Upload a copy of your Certificate of Clearance or other valid CTC document to your Department Application or to update your file, email as a PDF attachment to csscdocuments@csueastbay.edu with your full name, program name, and start term in the subject line.