



California State University, Sacramento College of Education – Teaching Credentials

Certificate of Clearance (COC) Requirement

Please follow instructions carefully.

If you have any questions about the process, please contact coe-cred@csus.edu.

All applicants must submit verification of having been issued a valid Certificate of Clearance by the CA Commission on Teacher Credentialing (CTC) **before they will be allowed to start the credential program** (this is a state law).

- Applicants who have already been issued a clearance/permit/credential must submit a copy of their valid Certificate of Clearance to the Credential program. Examples of accepted COC forms can be found on the last page of this document.
- Applicants who have NOT previously been issued a CTC Certificate of Clearance must complete the **TWO STEP PROCESS** of having fingerprints taken AND applying for the Certificate of Clearance. Please see instructions below.
 1. Fill out the CTC-specific [Form 41-LS](#) and get fingerprinted, AND
 2. [Apply online](#) here for the Certificate of Clearance, select Educator Login to begin.

****When applying for your Certificate of Clearance, if you have any felony or misdemeanor convictions, refer to the [CTC website](#) and click on the blue “Educator Misconduct” tab at the very top of the page, and then scroll down to the link for Self-Reported Misconduct – Applications. Review the information for “Applicant Disclosure – Online Applications.” Complete and submit the “DPP Document Submission Form,” along with ALL other required documents (i.e., police reports, certified court records, and miscellaneous documents), to the Division of Professional Practices at CTC for review. The processing of your clearance application WILL BE DELAYED (possibly six months or longer) while it is being reviewed by the CTC and you cannot begin a credential program or your placement until the COC is issued.**

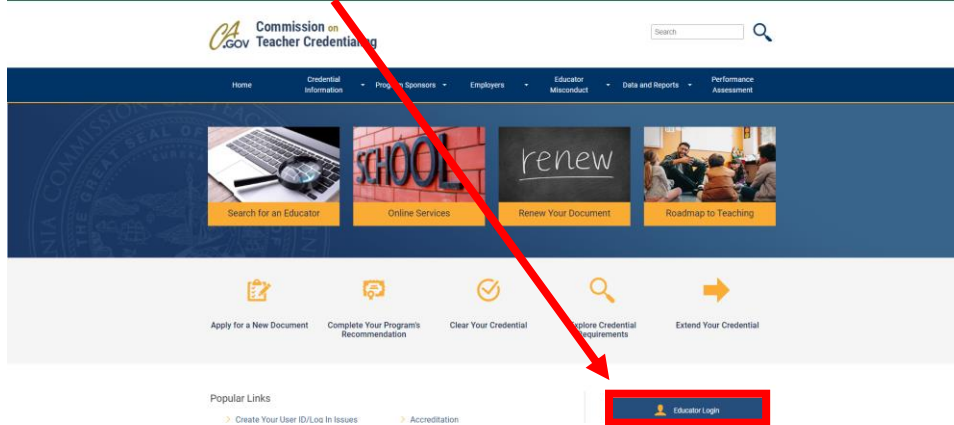
Contact us IMMEDIATELY at coe-cred@csus.edu if this applies to you.

How to apply for the Certificate of Clearance (COC)

Applying for a Certificate of Clearance (COC) is a two-step process. The steps are described below. For examples of accepted Certificate of Clearance documents, please see last page of this document.

1. If not already completed, fill out the CTC-specific [Form 41-LS](#) and take a copy to a [Live Scan Station](#) for your fingerprints to be taken. You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned. Retain a copy of the signed Live Scan form for your records. ****The Police Station inside the CSUS University Union offers this service. See more information [HERE](#).**
2. From the Commission's Home Page, complete the online application.

- Select the **Educator Login** button to begin your application



- If you have an existing account, use your **User ID** and **Password** to log in.
- If you need to create an account, Click **Create Educator Account**. While creating your new Educator Account you will be prompted to enter your SSN and DOB twice.

****Note: You must use your full legal name as it appears on your legal ID when creating an account.**

The screenshot shows the CTC Online login and account creation interface. On the left, there is a 'CTC Online' section with a login form for 'User ID' and 'Password', and a 'Create Educator Account' link highlighted in red. On the right, there is an 'Educator Account Creation' form with fields for 'Social Security Number (#####)' and 'Date of Birth (MM/DD/YYYY)', and an 'OK' button. A red arrow points from the 'Create Educator Account' link to the 'Educator Account Creation' form.

- Click on the **'Create New'** button underneath the heading **Apply for Certificate of Clearance or Activity Supervisor Clearance Certificate** to start your application for the Certificate of Clearance (COC).

The screenshot shows the 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate' form. The 'Create New' button is highlighted in red. Below the form is a table with columns for 'Choose Yes to Apply', 'Document Title', and 'Application Status'.

Choose Yes to Apply	Document Title	Application Status
> No	Certificate of Clearance	Pending

- In General Application Category select **Certificate of Clearance/Activity Supervisor Clearance Certificate** from the drop-down menu.
- In Document/Authorization Title select **Certificate of Clearance** from the drop-down menu.

Document/Authorization Pick

General Application Category: Certificate of Clearance/Activity Supervisor Clearance Certificate

Document/Authorization Title: Certificate of Clearance

Activity Supervisor Clearance Certificate

Certificate of Clearance

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- Read the entire disclosure page for the Professional Fitness questions; then click Next.
- Answer all of the Professional Fitness questions. If you need assistance completing the Professionals Fitness questions, click [HERE](#) for help.

****You must [click on this link](#) and follow the instructions if you have been charged or convicted of any felony or misdemeanor.**

- Complete the Oath and Affidavit; then click **Submit Payment**.
- Click the **Process Payment** button.
- Complete the billing verification information for LexisNexis.

Note: This application fee is not refundable

- Verify all the payment information is correct, including email address. Click **Complete Payment** button.

Wait for the Confirmation page to be displayed

- On the Confirmation Page, click **Printer Friendly Receipt** to obtain a copy for your records. After obtaining your receipt, you can return to CTC Online with the link '**Please Click HERE**'.

Receipt

Payment Date: 12/01/2014 02:42 PM PST **Payment Status:** AUTHORIZED

Confirmation Number: 50024330

Payment Method: Credit Card (MASTERCARD) *****0248

Bill To: nancy passaretti
1900 capitol avenue
sacramento, CA - 99999 United States of America

Payment Towards	Amount	ID
CTC Document	\$72.50	1-2FJSJX Activity Supervisor Clearance Certificate
Agency Amount	<u>\$72.50</u>	
Total Amount	\$72.50	

[Click here for a printer friendly receipt](#)

To return to the CTC application, [please click HERE.](#)

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.

For payment support, please send an email to paymentsolutions@lexisnexis.com.

For CTC Assistance, please send an email to CTCOnline@ctc.ca.gov

Examples of Accepted Certificate of Clearance (COC)

1. Screenshot of your CTC profile. **MUST show Valid status and Expiration Date.**

Note: If you have any questions, please view the [CTC Online - Written Instructions for Application and Payment](#) page.

Last Name: [Redacted] Last Known County of Employment: [Redacted] Note: Please verify County of Employment is current

First Name: [Redacted] Adverse and Commission Actions Indicator: [Redacted] Note: Information on Adverse and Commission Actions is available. If the Deceased flag is displayed, the licensee is deceased.

Middle Name: [Redacted] Deceased Flag: [Redacted]

Document Number	Document Title	Term	Status	Issue Date	Expiration Date	Original Issue Date
200000008	Certificate of Clearance		Valid	1/14/2023	2/1/2028	1/14/2023

OR

[Login](#)
[Search](#)
[Educator Profile](#)

[Back](#)
[Email Document](#)

To view the educator's public records (current documents, all documents held and Adverse and Commission Actions), click on the Educator's Last Name.

Educator Information:

Last Name: [Redacted]

First Name: [Redacted]

Middle Name: [Redacted]

Document Information:

Document Number: [Redacted]

Document Title: Certificate of Clearance

Term: [Redacted]

Status: Valid

Issue Date: 11/3/2022

Expiration Date: 12/1/2027

Original Issue Date: 11/3/2022

2. Certificate of Clearance Permit.

California Commission on Teacher Credentialing

By virtue of the authority vested in the Commission on Teacher Credentialing and in recognition of preparation for service in California Public schools

is hereby awarded the

Certificate of Clearance

together with all the rights, privileges, and responsibilities appertaining thereto

valid: 02/12/2021 to 03/01/2026

Tim Shan

Tim Shan
Chair, Commission on
Teacher Credentialing



Mary Vicia Sandy

Mary Vicia Sandy
Executive Director,
Commission on Teacher
Credentialing