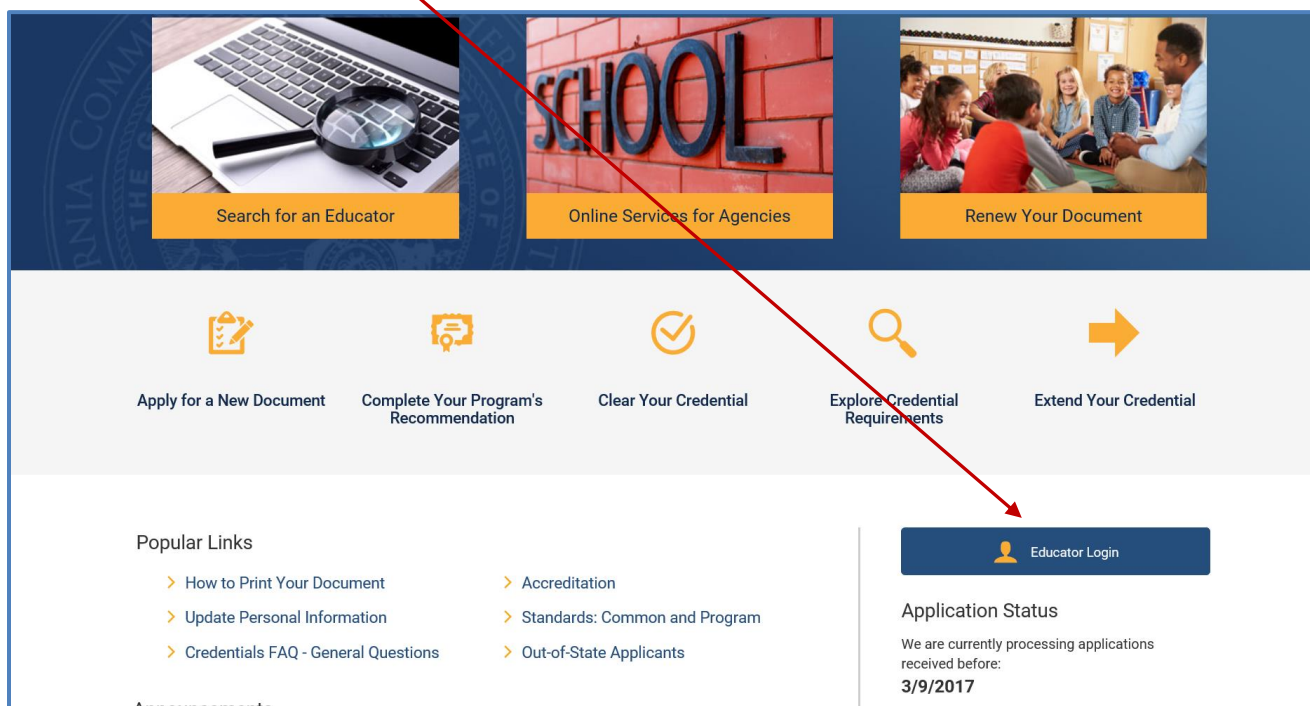




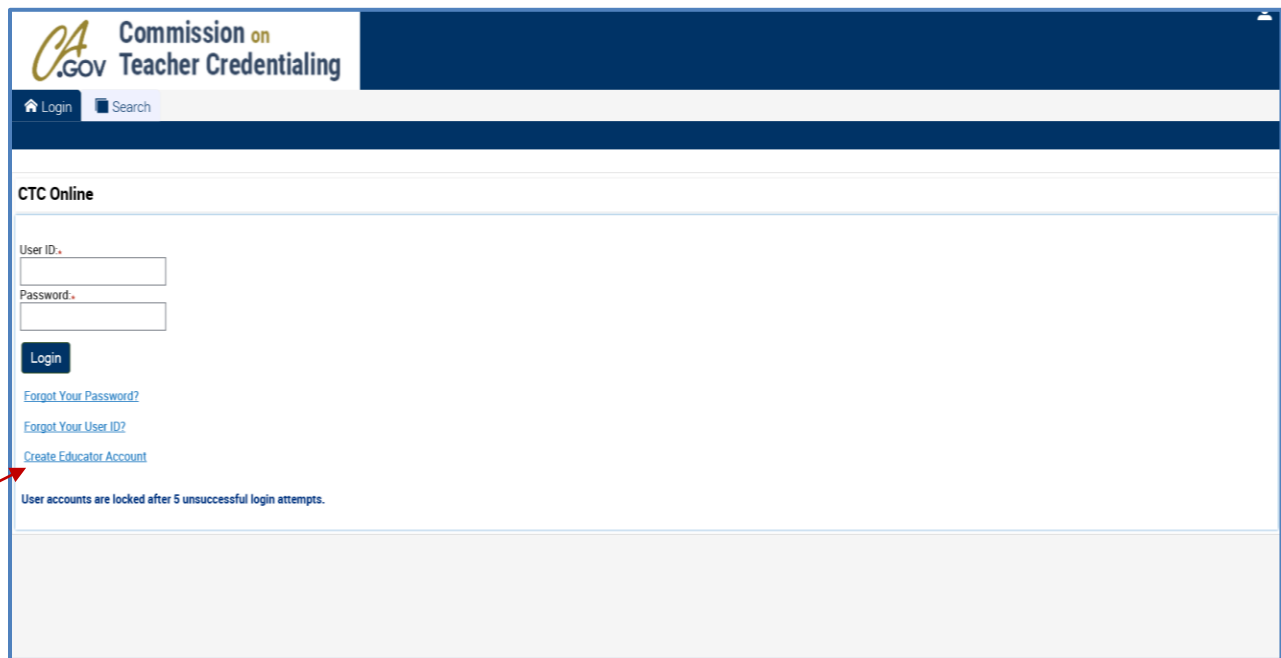
## How to apply for the Certificate of Clearance (COC) or Activity Supervisor Clearance Certificate (ASCC)

**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](http://www.ctc.ca.gov))
  - a. Select the **Educator Login** button to begin your application.



3. Create/log in to your personal profile on the secure Educator Page. **If you have already created your User ID and password, enter them in the screen shown below and move to step 6. Users who have not yet completed this process must use the link “Create Educator Account” as shown in the screen below.**



CA.GOV Commission on Teacher Credentialing

Login Search

CTC Online

User ID:

Password:

Login

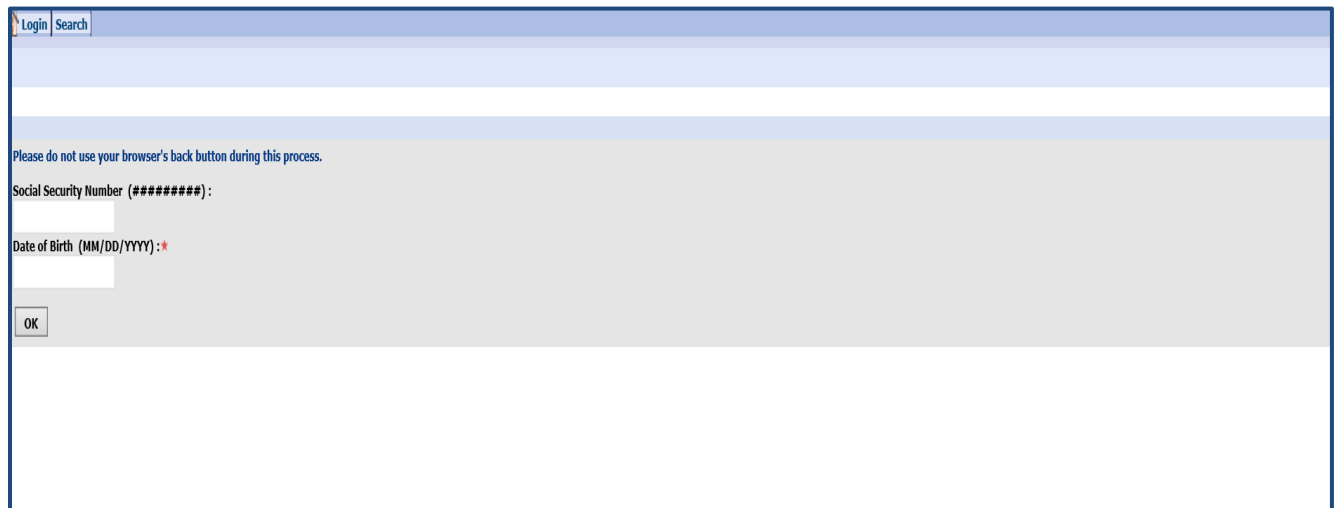
[Forgot Your Password?](#)

[Forgot Your User ID?](#)

[Create Educator Account](#)

User accounts are locked after 5 unsuccessful login attempts.

4. Enter your SSN and Date of Birth to begin creating your User ID and Password. **If this is your first time submitting an application to the Commission and accessing CTC online, you will be prompted to enter this information twice.** Click OK. Do not use the “Enter” key on your device as it will not advance you to the next step.



Login Search

Please do not use your browser's back button during this process.

Social Security Number (#####):

Date of Birth (MM/DD/YYYY): \*

OK

5. Enter your personal information including your selection of a User ID and Password, and create 3 Challenge Questions and Answers that can be used to verify your account if your ID or Password should be lost. **You must include a current valid email address in your profile as this is how password recovery information and other important correspondence regarding your file will be distributed.**

Login Search

New User Registration:

### Create New Educator

\* = Required Field:

Please provide your own contact details so that we can create you as an Educator.

First Name *	<input type="text"/>	Address Line 1 *	<input type="text"/>
Middle Name *	<input type="text"/>	Address Line 2 *	<input type="text"/>
Last Name *	<input type="text"/>	City *	<input type="text"/>
Email *	<input type="text"/>	State *	<input type="text"/>
Work Phone # *	<input type="text"/>	Zip Code *	<input type="text"/>
Home Phone # *	<input type="text"/>	Country *	<input type="text"/>

Enter User ID and Password

User ID \*
  | Password requirements are as follows:   • Nine Characters or more   • Capital and lower case Letters   • At least one number   • At least one symbol (any of these: <>:'!~#%&^&\*()\_+@)   • User ID cannot be part of password || Password \* |  |  |
| Verify Password \* |  |  |

Enter Challenging Questions and Answers (To be used when you forget your password)

Challenge Question 1 *	<input type="text"/>	Challenge Questions requirements are as follows: • Questions must be minimum 5 characters length. • Answers must be minimum 5 characters length. • Questions and answers must all be different. • Answer cannot be part of question.
Challenge Answer 1 *	<input type="text"/>	
Challenge Question 2 *	<input type="text"/>	
Challenge Answer 2 *	<input type="text"/>	

6. After creating your User ID and Password you will be directed back to the login screen to use your new User ID and Password. After logging in, you will be shown the Commission's Personal Information legal disclaimer. Click Next in the upper right corner to proceed.

Login Search

Welcome Back Educator Today is Tuesday, January 24, 2017

Next

### Personal Information

You are required to complete all the pertinent spaces in the Personal Information section, including your full legal name, all former names, and your maiden name, if applicable. Additionally, you are required to provide your full Social Security Number (SSN) or Individual Tax Identification Number (ITIN) on your application pursuant to 42 USC §666 and California Family Code §17520. If this information is not furnished, your application will be returned to you for completion. See Coded Correspondence 13-14 on the Commission's website for more information.

You are required to notify the Commission of any address change pursuant to 5 CCR §80412. Address changes can be completed during the online application process.

The California Information Practices Act and the Federal Privacy Act provide that agencies requesting information indicate the principal purposes for which that information is used. Your name, former names, SSN, date of birth, address, email address, and telephone numbers are used to provide proper identification and to contact you. Other information is used to determine your eligibility. When completing your application you will be required to answer six professional fitness questions and disclose any and all information regarding any arrests, convictions, and changes in education employment status as a result of allegations of misconduct or while allegations of misconduct were pending regarding your teaching credential and/or documents issued by the Commission or any other license issued to you by any other governmental agency. The Commission will evaluate your fitness to hold a credential based on your answers to the professional fitness questions, prior Commission reviews, and any other reports of misconduct received from, but not limited to, complainants, schools, districts, county office of education and the National Association of State Directors of Teacher Education and Certification.

The information is necessary for the Commission to perform its duty under Education Code Sections 44200-44439, which authorizes this work. If not furnished, your application may be denied, delayed, or returned for completion.

You must provide the Commission with a valid email address on your application form to receive the automated emails that will notify you of your application and credential status.

With the exception of your SSN and home address, information displayed on the documents you hold or have held is public information and may be disclosed.

You should not provide personal information that is not requested.

Information displayed online regarding the documents you hold or have held is public information and may be disclosed. In addition, pursuant to Education Code section 44230 the Commission may disclose to the agency that submitted the application all information provided with applications submitted by you through that agency. Information may also be disclosed to other State or Federal agencies as authorized by law. Personal information may be disclosed to the public only with your permission or in accordance with the law. The information is necessary for the Commission to perform its duty under Education Code sections 44200-44439.

You have a right to review personal information maintained on you by our agency unless access is exempted by law, and contest its accuracy or completeness. To review your information, contact the Director of the Certification Division at, 1900 Capitol Avenue, Sacramento, California 95811. The Commission's privacy policy is found here (<http://www.ctc.ca.gov/privacy.html>).

### Notice to Applicants for Issuance or Renewal of Credentials

The Commission is prohibited from issuing to or renewing the credential of any person convicted of any sex offense listed under Education Code Section 44010, any narcotics offense listed under Education Code Section 44011, or who has been determined to be a mentally disordered sex offender. Also, if a person that holds a credential has been convicted of any offense listed in Education Code 44424, such credential must be revoked.

Each application for a credential shall contain notice that the information provided by the applicant is subject to investigation for, and verification of, the applicant's moral character and true identity by means of review of information, records, reports, and other data from any agency or department of the state or any political subdivision of the state, whether chartered by the state or not, secured by the Commission for these purposes.

7. The next screen allows you to verify the information on your personal profile page is entered correctly. Click the "Add or Change Personal Information" button to make any adjustments to your file as needed. A profile created by the recommending agency may contain only the Last and First names and your email address. Click "Next" when done.

Agency User Search Educator Page

**Add or Change Personal Information** \* = Required Field

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

First Name\*: TRAINING  
 Middle Name: APPLICATION  
 Last Name\*: THREE1  
 E-mail\*: tkent@ctc.ca.gov  
 Work Phone: (999) 999-9999  
 Home Phone: (999) 999-9999  
 Last Known County of Employment: ALAMEDA COUNTY OFFICE OF EDUCATION

Fingerprint Status: Complete: No Action Required

**Add or Change Address**

Address Line 1: PO BOX 0750  
 Address Line 2:  
 City: SACRAMENTO  
 State: CA  
 Province:  
 Country: USA  
 Zip Code\*: 95811-0750

Back Next

- Under the heading “Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate,” click the “Create New” button and select which document you want.

Login Search Educator Profile Portal Educator Profile

Back

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: THREE1  
 First Name: TRAINING  
 Middle Name: APPLICATION  
 Last Known County of Employment: ALAMEDA COUNTY OFFICE OF EDUCATION

Fingerprint Status: Complete: No Action Required  
 Adverse and Commission Actions Indicator: Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.

Document Application Adverse and Commission Actions

Document Number Document Title Term Status Issue Date Expiration Date Original Issuance Date Grade Special Grade Recommending Agency

**Complete Your Program's Recommendation**

For those who have completed a program and were recommended for a credential by their college, university, district, or county office.

Complete: Return Application to Authorized Agency Click the 'Document Title' to view detailed information. Select 'Yes' next to the Document Title and either 'Complete', or 'Return Application to Authorized Agency' with the Return Reason.

Choose Yes to Complete Recommendation Document Title Term Application Status Issue Date Return Reason

**Renew Your Document**

Options listed here are for those who already hold a document and are renewing.

Complete: Choose the record you are interested in by selecting ">". Then Select "Yes" next to the Document Title and click "Complete".

Choose Yes to Renew Document Title Term Status Issue Date Expiration Date Original Issuance Date

**Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate**

This option is ONLY for those seeking background clearance.

Create New Complete: Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

Choose Yes to Apply Document Title Application Status

No Activity Supervisor Clearance Certificate Pending

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

Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts

Last Name: THREE1      Last Known County of Employment: HUMBOLDT COUNTY OFFICE OF EDUCATION  
 First Name: TRAINING      Adverse and Commission Actions Indicator:  
 Middle Name: APPLICATION      Fingerprint Process Complete: Y

Note: Please verify County of Employment is current.  
 Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.  
 Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website.

**Document/Authorization Pick** 1 of 1

General Application Category: -Select-  
 Document/Authorization Title:

**Important Note:**

If supporting materials, including the Online Direct Application Cover Sheet and checklist, are not received within 30 calendar days, your application and fee will no longer be valid.

Late submission of supporting materials will result in the application being denied (5 California Code of Regulations Section 80487).

If you wish to pursue this document at a later date, you will be required to submit another application, pay an additional fee, and submit all supporting materials.

Back
Next

10. A checklist will appear that verifies which document you have selected. **You are not required to send this checklist; it is only for your personal reference.**

Last Name: MC MULTIPLE  
 First Name: MARK  
 Middle Name:

Last Known County of Employment:  
 Adverse and Commission Actions Indicator:  
 Fingerprint Process Complete: Y

Note: Please verify County of Employment is current.  
 Note: Information on Adverse and Commission Actions is available for this educator if a flag is displayed.  
 Note: If the fingerprint process does not display as "Complete", please refer to the [Fingerprint Information](#) on our website.

**Document/Authorization Pick** 1 of 1

General Application Category: Certificate of Clearance/Activity Supervisor Clearance Certificate  
 Document/Authorization Title: Certificate of Clearance

**Instructions**

First, select a General Application Category from the drop down menu.  
 Second, select a Document/Authorization Title from the drop down menu.  
 Third, review the information on the selected checklist to verify you met the requirements before proceeding.

Please fill out the following form.

**Certificate of Clearance**

Not all the sections are to be filled out.

Not everyone can use this Online Direct Application Process:

If you are not currently located in California and will be submitting fingerprint cards rather than the ClearScan platform, you may not use the online direct application process. You must comply with a paper application. See the Commission's website <http://www.cts.ca.gov/teachers/clearscan.asp> for more information about the online application process.

Requirements checklist for the Certificate of Clearance:

- Complete and print 3 copies of [Form 41-LS](#).
- Take the copies of form 41-LS to a [Live Scan station](#) to have your fingerprints taken. Your fingerprints will be electronically transmitted to the Commission. Keep two copies of form 41-LS for your records.
- Complete the online direct application for the Certificate of Clearance and pay the \$25.00 non-refundable application fee using MasterCard or Visa.
- Submit appropriate documentation as required for the Professional Fitness Questions. Documentation should be mailed to:  
 Commission on Teacher Credentialing  
 Attn: Online Direct Applications  
 1550 Capitol Avenue  
 Sacramento, CA 95833-4213

**NOTE:** This checklist is for your reference only. After having your fingerprints taken at a LiveScan site, you do not need to mail supporting materials to the Commission unless you are submitting information as required for the Professional Fitness Questions. Professional Fitness questions will be answered as part of the Online Direct Application Process.

**PRINT CHECKLIST**

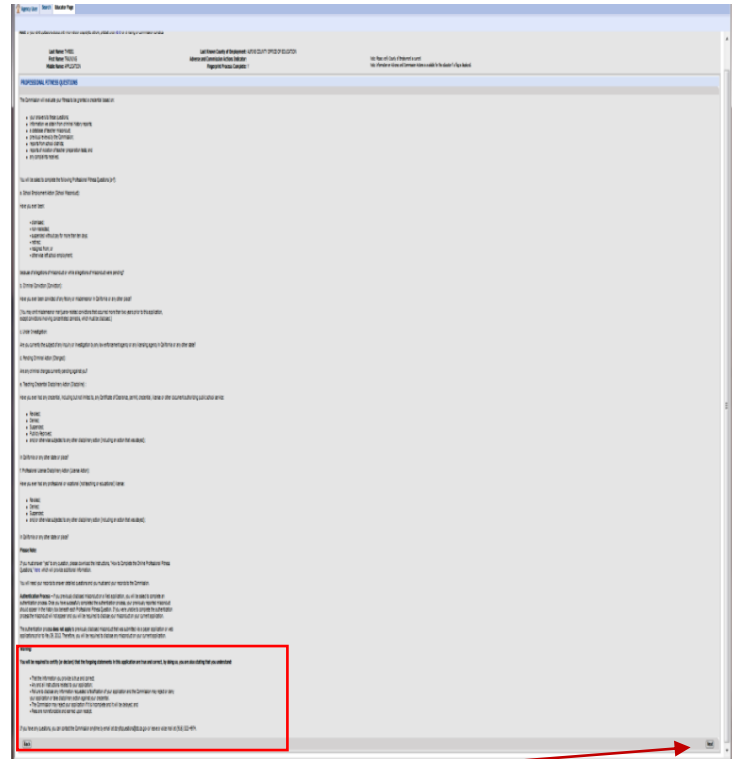
11. Read the entire Disclosure page for the Professional Fitness questions. Pay particular to the last part before continuing:

**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.

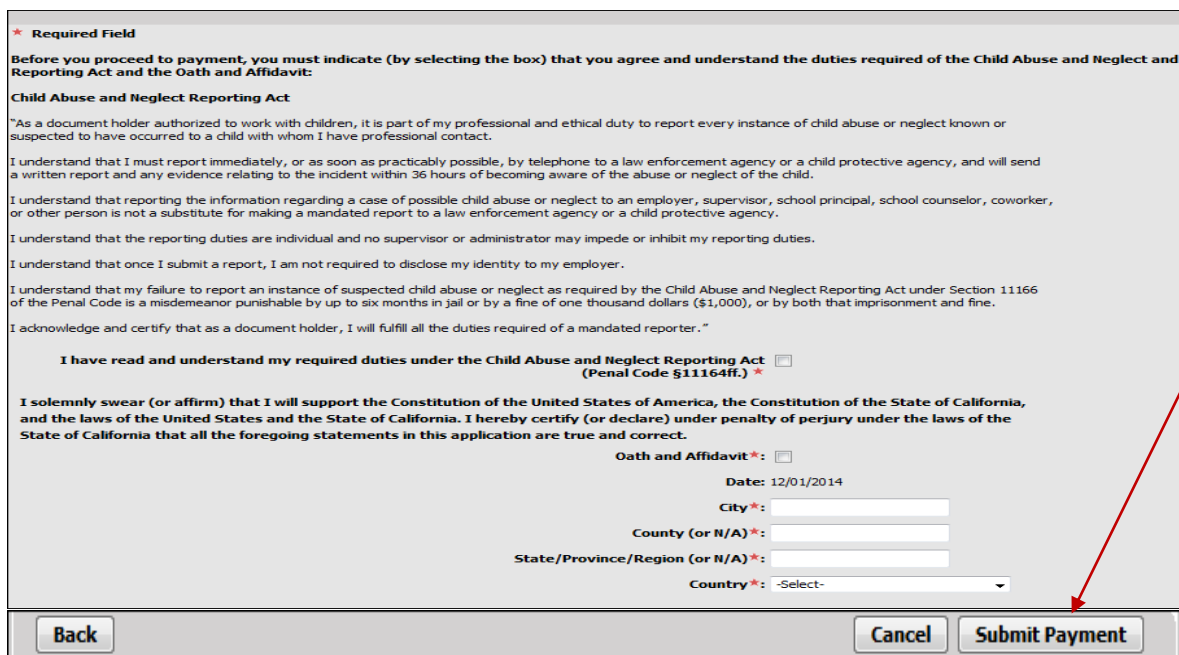
If you have any questions, you can contact the Commission anytime by email at [ctc-pfquestions@ctc.ca.gov](mailto:ctc-pfquestions@ctc.ca.gov)



Click Next

12. Answer each of the Professional Fitness Questions. If you need assistance completing the Professional Fitness Questions, [click on this link for help](#).

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



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

Agency User Search Educator Page

Please do not use the BACK or REFRESH buttons.  
Click the button below to Process your Payment.

Process Payment

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

Online Payments - LexisNexis Payment Solution

CA.GOV CTC COMMISSION ON TEACHER CREDENTIALING  
Ensuring educator excellence

Below is a confirmation of your order. Please review your order and select 'Continue' to proceed to the billing screen.

Product Name	Description	Amount Owed
CTC Document	Certificate of Clearance	\$29.50
<b>Total</b>		<b>\$29.50</b>

LexisNexis®

Continue

16. 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.

Total Amount: 102.50

**Billing Address**

Address Type:  
☒ Domestic (US and Puerto Rico)  
☐ Military (APO/FPO)  
☐ International (including Canada, Mexico)

Cardholder First Name: \*  
Cardholder Last Name: \*  
Zip Code: \*  
Address: \*  
Address Continued: \*  
City: \*  
State: \* AL  
Email Address: \*  
Phone: \* (999-999-9999)

**Payment Information**

Payment Type:  
☒ Credit Card

Card Number: \*  
Expiration Date: \*  
Security Code: \*

We've provided this sample credit card to assist you in finding the security code.

MasterCard, Visa, Discover

Cardholder Name  
12345 67890 0000 0000 0000 0000  
3-digit security code

Go Back Continue

LexisNexis®

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



17. 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.**

Total Amount: 102.50

**Billing Address**


Cardholder First Name : nancy  
Cardholder Last Name : passaretti  
Zip Code : 99999  
Address : 1900 capitol avenue  
Address Continued:  
City : sacramento  
State : CA  
Country : United States of America  
Email Address : npassaretti@ctc.ca.gov  
Phone : 999-999-9999

**Payment Information**

Card Number : \*\*\*\*\*0248  
Expiration Date : 01/2015

☐ By checking this box, you are authorizing the payment of the bill amount.

[Go Back](#) [Complete Payment](#)

 LexisNexis®

18. On the Confirmation page, use the 1<sup>st</sup> link provided to obtain a printable receipt for your reference. After printing your receipt, you can return to CTC Online with the 2<sup>nd</sup> link “[please click HERE.](#)”

Online Payments - LexisNexis Payment S...  
https://demo.paymentsolutions.lexisnexis.com/pages/billing\_info\_confirmation\_unskinned.shtml

**Commission on Teacher Credentialing**

**Receipt**

Payment Date: 12/01/2014 02:42 PM PST  
Confirmation Number: 50024330  
Payment Method: Credit Card (MASTERCARD) \*\*\*\*\*0248  
Payment Status: AUTHORIZED

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


Payment Towards  
CTC Document

	Amount	ID
CTC Document	\$72.50	1-2FJSJX
		Supervisor Clearance Certificate
Agency Amount	\$72.50	
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](mailto:paymentsolutions@lexisnexis.com).  
For CTC Assistance, please send an email to [CTCOnline@ctc.ca.gov](mailto:CTCOnline@ctc.ca.gov)

 LexisNexis®

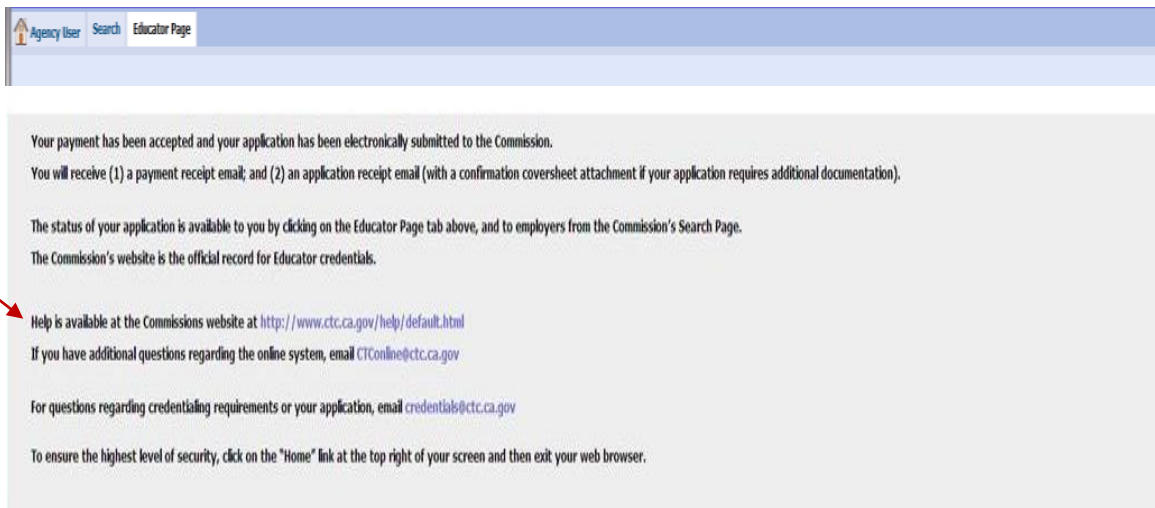
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Contact Us | Terms and Conditions | Privacy Policy

 TRUSTe  
CERTIFIED PRIVACY

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19. 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.