



## CTC Certificate of Clearance (COC)/ Fingerprinting

### California Certificate of Clearance (COC) Instructions (fingerprinting)

*- Normal processing time is 10-15 working days; however, it may take longer. Once received, the Certificate of Clearance is valid for five years.*

The Certificate of Clearance (COC) is a document issued by the California Commission on Teacher Credentialing (CTC) 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. (Fingerprints are evaluated by both the DOJ and FBI.) The Certificate of Clearance does not authorize an individual to provide instruction or services in schools; its sole purpose is to provide verification that the holder has completed a professional fitness review.

#### **FOR CALIFORNIA RESIDENTS AND ALL OTHERS CURRENTLY IN CALIFORNIA**

##### **STEP ONE: LIVE SCAN (FINGERPRINTS)**

- Access <http://www.ctc.ca.gov/credentials/leaflets/41-LS.pdf> to view and complete the Live Scan 41-LS Request for Live Scan Service Form.
- Complete and PRINT THREE 41-LS Live Scan Request Forms. (Please leave the Supplemental Agency/Employer Section blank.)
- Take the THREE completed and PRINTED 41-LS forms with you to a Live Scan station. Live Scan station centers are listed at this website: <https://oag.ca.gov/fingerprints/locations>
- Provide the three completed copies and processing fees to the Live Scan operator who will scan your fingerprints using digital equipment. (After your Live Scan is completed, the operator will keep one 41-LS form and return the other two LS-41 forms to you for your records.)

##### **STEP TWO: APPLY ONLINE FOR WITH THE CTC FOR YOUR CERTIFICATE OF CLEARANCE**

- Once your fingerprints have been scanned at a Live Scan station, go online to the CTC Certificate of Clearance Application site at <https://www.ctc.ca.gov/credentials/submit-online> to begin this step. Click the "Educator Login" button, and then click "Create Educator Account." Follow and complete all instructions. Payment is required at the end using a debit or credit card. The fee should be about \$55. Be sure that you're only paying for Certificate of Clearance.
- Immediately following the submission of your online application for a Certificate of Clearance, an automated email will be sent from CTC which contains your confirmation number and a link to the CTC tracking webpage.
- You may view the status of your Certificate of Clearance application using your "Educator Login" on the CTC website <https://www.ctc.ca.gov/credentials/ctc-online---your-educator-account>. Online applications submitted prior to 4:00 pm PST will display on the website the following day at approximately 2:00 pm PST or later. When requirements for issuance of the Certificate of Clearance are completed, an email will be sent informing the individual that the document has been granted and can be viewed in 48 hours using your Educator Login.
- Note – it may take 10-15 business days (2-3 weeks) or longer to receive your clearance.

### STEP THREE: VERIFICATION OF COMPLETION AND RECEIPT OF CERTIFICATE OF CLEARANCE

- Once you have been issued a Certificate of Clearance, you may log-in to your online CTC Educator Account to access your Certificate.
  - <https://www.ctc.ca.gov/credentials/ctc-online---your-educator-account>
  - Login at the “Educator Login” button; click next until you see list of your document(s)
  - For the Certificate of Clearance, there is a number in blue color listed as the “document number.” Click on this number.
  - A new webpage appears with a button option that reads “Email Document”
  - Click the “Email Document” button and you will immediately receive via email a .pdf verification of your Certificate of Clearance to the email address on file.
- **Upload the .pdf of your COC using your online LMU Graduate Admission application portal:** <http://graduate.lmu.edu/apply> or email the .pdf to [soeadmissions@lmu.edu](mailto:soeadmissions@lmu.edu) for uploading.

### FOR THOSE OUTSIDE OF CALIFORNIA:

If you are not currently in California, you may apply for a Certificate of Clearance as follows:

- Follow instructions and complete [Form 41-4 Application for Credential Authorizing Public School Service](#), both available at the link. **Note: this process may take 10-12 full weeks as it is not automated.**
  - Following the instructions at the [Form 41-4 Application for Credential Authorizing Public School Service](#) link, when you get to the page with the actual application to fill out, in section 2, mark an “X” in “Other” and then Select “Certificate of Clearance” from the drop-down that appears. DO NOT choose any other options here – only check “Other-Certificate of Clearance.”
  - Submit two completed fingerprint cards (FD-258) which are only available by emailing CTC at [OutOfStateFPs@ctc.ca.gov](mailto:OutOfStateFPs@ctc.ca.gov) - in the email, give your full legal name and permanent home address along with “fingerprint cards” noted in the subject line. (Note, if your permanent address is in California, you will need to follow the IN-STATE Live Scan directions above instead.) Full details for out of state applicants are available at: <https://www.ctc.ca.gov/credentials/fee-and-fingerprint>. Once you’ve completed getting fingerprinted on the FD-258 fingerprint cards, attach the cards to the CTC Certificate of Clearance application form instead of a Live Scan receipt. There is an additional \$49.00 fee to process fingerprint cards, in addition to the Certificate of Clearance application processing fee of \$50.00.
  - When you have completed everything, mail all together, and be sure to include the application processing fee as stated (\$50) and the Fingerprint Card processing fees (\$49).