

## HOW TO APPLY FOR YOUR CERTIFICATE OF CLEARANCE (COC)

A Certificate of Clearance (COC) is a required document you must obtain from the agency called Commission on Teacher Credentialing (CTC), this document includes getting a LiveScan completed by following the directions below. This is required to enter our Credential Program.

Individuals who have received fingerprint clearance through other agencies, employers, other states or Government agencies are not exempt from this process and must fingerprint for the Commission.

### **Newly Married/Name Change:**

Do not apply for any documents at the CTC or Livescan until you have a new Social Security Number and Driver's License with your new last name. Once you have these two documents you can then begin completing Step 1. Your names must match at the CTC and Chico State.

If you apply without completing this process, it may cost you additional fees.

Contact Rachelle Sousa, Credential Analyst at [credentials@csuchico.edu](mailto:credentials@csuchico.edu) for questions.

### **Misdemeanor/Felony Criminal Convictions:**

If you have a misdemeanor/felony criminal conviction (including those based on a plea of no contest) you will need to disclose this information when you apply for your COC at the CTC.

No matter how long ago and if the arrest was expunged you **MUST** report when applying for a COC.

BEFORE moving forward contact Rachelle Sousa, Credential Analyst at [credentials@csuchico.edu](mailto:credentials@csuchico.edu) for additional information.

If you already hold a permit (30-day sub permit, PIP, STSP) at the CTC then skip to Step 3.

If you hold a credential (Preliminary, Clear, Life) then provide this as evidence and you are not required to get a COC.

**If you do not have either of the above then apply for a Certificate of Clearance (COC), please follow these two steps:**

### **Step 1:** Live Scan Information

1. Complete the LIVESCAN even if you already have for another location, UNLESS you hold a COC.
2. Go to [https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202\\_22](https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202_22) (see page 3 below for example on how to complete)
3. Complete and print the 41-LS form to give to the fingerprinting agency.
4. Schedule Livescan appointment suggested agencies, Police or Sheriff Department, Blue Oak Mobile, or Capital Live Scan. MAKE SURE THEY ENTER YOUR INFORMATION CORRECTLY or it could cost you additional fees.

### **Step 2:** Certificate of Clearance (COC) Application

1. Go to <https://www.ctc.ca.gov/>
2. Click on "Apply for a New Document" this is located mid page.
3. Click on "Submit an Online Application"
4. Click on "Apply for Fingerprint Clearance (COC and ASCC)"
5. You are applying for a **Certificate of Clearance (COC)** click on "Submit Your Application Online"
6. Create User ID and Password by clicking on "Create Educator Account" and follow the prompts. You will enter your social security number and birthdate twice. Be sure to use the correct social security or it will delay your COC. The social security must match what is on file at Chico State.
7. After entering your personal information correctly, the system will direct you to return to enter User ID and Password.
8. Log in and read the Commission in Teacher Credentialing Disclaimer and click "Next."
9. Verify your Personal Information; you can ONLY change your email address/ mailing address and Last Known County of Employment (this is used once you have a teaching position). Name changes must be completed by mail or fax with the Commission on Teacher Credentialing.
10. Click "Next."
11. Click on "COC/ASCC Application"
12. Click "Create New"
13. Click on the drop down and choose **Certificate of Clearance**

14. Once the selection is made for the **Certificate of Clearance** a page will pop up below. Read the important information and click "**Next.**"
15. Continue to follow the instructions, answering all *Professional Fitness Questions*. STOP and do not complete this step if you have ever had a felony or misdemeanor you need to contact Rachelle Sousa, Chico State Credential Analyst at [credentials@csuchico.edu](mailto:credentials@csuchico.edu).
16. Click **Complete Submission** then **Process Payment**.
17. Continue to follow the instructions to pay for your **Certificate of Clearance**.
18. You will receive an email from CTC stating that the COC has been granted, this portion of your program application is complete.
19. If it is more than two weeks and you have not received an email from the CTC regarding your COC, contact [credentials@csuchico.edu](mailto:credentials@csuchico.edu)

#### TIPS

- You can look up your COC or any documents at the CTC on their website: [www.ctc.ca.gov](http://www.ctc.ca.gov).
- Click on "**Search for an Educator.**"
- Click on "**Secured Search.**"
- Enter your **Social Security Number and Date of Birth**, then click "**Search.**"
- When the COC or any other document at the CTC you will see it listed under "**Document.**"
- If you see the document listed on the CTC website, this portion of your program application is complete. If you do not see your document please contact Rachelle Sousa, Chico State Credential Analyst, [credentials@csuchico.edu](mailto:credentials@csuchico.edu).

#### **STEP 3 only if you currently have a 30-day sub permit, PIP, STSP complete this step.**

1. Go to [ctc.ca.gov](http://ctc.ca.gov)
2. Click on Apply for a **New Document**
3. Click on **Educator Login**
4. Log into your account
5. Verify your personal information is correct, especially the email address (use a personal email address, not your work or Chico States).
6. SEE STEP #2 start at **#11**



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

A0281  
 ORI (Code assigned by DOJ) TEACHER CRED 44340 EC  
 License/Certification/Permit LICENSE/CERTIFICATION/PERMIT  
 Authorized Applicant Type \_\_\_\_\_  
 Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned) \_\_\_\_\_

#### Contributing Agency Information:

CASM TEACHER CREDENTIALING  
 Agency Authorized to Receive Criminal Record Information  
03294  
 Mail Code (five-digit code assigned by DOJ)  
1900 Capitol Avenue  
 Street Address or P.O. Box  
Sacramento CA 95811-4213  
 City State ZIP Code  
 Contact Name (mandatory for all school submissions) \_\_\_\_\_  
 Contact Telephone Number \_\_\_\_\_

#### Applicant Information:

Doe \*Last Name  
Jane \*First Name Middle Initial Suffix  
 Other Name: (AKA or Alias) \_\_\_\_\_  
1/1/1995 \*Date of Birth Sex  Male  Female  
5' 7" \*Height 150 \*Weight Brown \*Eye Color Brown \*Hair Color  
California \*Place of Birth (State or Country) 000-00-0000 \*Social Security Number  
400 W. 1st Street \*Home Address Street Address or P.O. Box  
Chico CA 95929  
 City State ZIP Code  
 \*Required Fields

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

Jane Doe

3/1/23

\*Applicant Signature

\*Date

Your Number: 000-00-0000  
 \*OCA Number (Agency Identifying Number) (Your Social Security #)

Level of Service:  DOJ  FBI  
 (If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

If re-submission, list original ATI number: \_\_\_\_\_  
 (Must provide proof of rejection) Original ATI Number

#### Employer (Additional response for agencies specified by statute):

Employer Name \_\_\_\_\_  
 Street Address or P.O. Box \_\_\_\_\_ Telephone Number (optional) \_\_\_\_\_  
 City State ZIP Code Mail Code (five digit code assigned by DOJ) \_\_\_\_\_

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

Amount Collected/Billed

ATI Number