HAVE YOUR FINGERPRINTS TAKEN VIA LIVE SCAN

CERTIFICATE OF CLEARANCE APPLICATION INSTRUCTIONS

Complete the CTC-specific 41-LS Live Scan form to COMPLETE THE ONLINE APPLICATION

"   Apply for the Certificate of Clearance (COC) using the web application process at the CTC website.
(

https://www.ctc.ca.gov)

D   Scroll down until you see Educator Login on the right hand side of the web page.

E   Click on the button to begin your application.

F   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.

G   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 userID/Password as well as Security Questions/answers.

H   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.

I   The website will redirect you to log in with your new user ID and password.

J   Once logged in, read the information that is provided and click NEXT button on the top right.

K   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.

L   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.

M   Click on the Create New button and it will direct you to a new web page to select