

# Apply for a Certificate of Clearance (COC)

For this process CTC fingerprints should already be completed. If you have not fingerprinted and need to, please refer to "[Step-by-Step Instructions: Fingerprints and Substitute Permits](#)" to confirm you need CTC fingerprints.

Skipping this step could result in unnecessary fingerprints which are non-refundable

## APPLY FOR THE COC:

- Log into your CTC profile and click "Next" until you are in your credential screen.
- Scroll to the bottom of the page and click "Create New"

The screenshot shows a web application interface for the CTC. At the top, there is a 'Back' button and a note: 'Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts'. Below this are input fields for 'Last Name', 'First Name', 'Middle Name', and 'Last Known County of Employment'. To the right, there is a 'Fingerprint Status' field with the value 'Incomplete: Action Required by Educator. Email Fil' and an 'Adverse and Commission Actions Indicator' field. Below these fields are three tabs: 'Document', 'Application', and 'Adverse and Commission Actions'. The 'Document' tab is active, showing 'No Records' and a table with columns: 'Document Number', 'Document Title', 'Term', 'Status', 'Issue Date', 'Expiration Date', and 'Original Issuance Date'. Below the table are three sections: 'Complete Your Programs Recommendation', 'Renew Your Document', and 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate'. The 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate' section is highlighted with a red box and contains a 'Create New' button, a 'Complete' button, and the text: 'Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.' Below this is a table with columns: 'Choose Yes to Apply', 'Document Title', and 'Application Status'.

- Follow the drop-down menu items to apply for your Certificate of Clearance.
  - The Activity Supervisor Clearance Certificate (ASCC) is NOT the same as a Certificate of Clearance (COC).

[Back](#)

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

Last Name:  Fingerprint Status:  Note: Information on Adverse and Commission Actions is

First Name:  Adverse and Commission Actions Indicator :

Middle Name:

Last Known County of Employment:

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Document/Authorization Pick

General Application Category:  [Instructions](#)

Document/Authorization Title:

1 of 1+

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

[Back](#) [Next](#)

- Select the "Next" button to Continue.
- The next page will display the Disclosure and Professional Fitness Questions (PFQ Page) Continue answering PFQ questions until you reach the payment page.
- The application fee is \$52.50 paid by debit or credit and is *usually* granted within two weeks after payment.