

# 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 "<https://credentials.fcoe.org/fingerprinting>" 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 applying for a Certificate of Clearance (COC). 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 showing 'Incomplete: Action Required by Educator. Email Fil...' and an 'Adverse and Commission Actions Indicator' field.

The main content area is divided into three sections: 'Document', 'Complete Your Programs Recommendation', and 'Renew Your Document'. Each section has a 'No Records' indicator and a table with columns for 'Document Number', 'Document Title', 'Term', 'Status', 'Issue Date', 'Expiration Date', and 'Original Issuance Date'. The 'Complete Your Programs Recommendation' section includes a 'Complete' button and a 'Return Application to Authorized Agency' button. The 'Renew Your Document' section includes a 'Complete' button and instructions: "Choose the record you are interested in by selecting '>'. Then Select 'Yes' next to the Document Title and click 'Complete'".

The bottom section is titled 'Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate' and includes a '1 - 1 of 1' indicator. It contains a 'Create New' button (highlighted with a red box) and a 'Complete' button. Below the buttons are instructions: "Click 'Create New' to start. If applicable, select 'Yes' next to the Document Title and click 'Complete' to continue." Below the instructions is a table with columns for '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+

[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.