

HOW TO APPLY FOR YOUR CERTIFICATE OF CLEARANCE (COC)

You must obtain a Certificate of Clearance (COC) or hold a valid Commission on Teacher Credentialing (CTC) document in order to be admitted to a credential program. If you already hold a valid CTC-issued document, you do not need to apply for a Certificate of Clearance (you can check the status of any documents you already hold at <http://www.ctc.ca.gov/>; click on "Search for an Educator").

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 Chico State, 530-898-6455 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.

Please contact Rachelle Sousa, Credential Analyst at Chico State at 530-898-6455 for additional information.

If you already hold a permit (30-day sub permit, PIPS, 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. Go to https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202_22
2. Complete and print the 41-LS form to give to the fingerprinting agency.
3. Schedule Livescan appointment suggested agencies; Police or Sherriff Department, Blue Oak Mobile, Capital Live Scan, or The UPS Store #1244.

Step 2: Certificate of Clearance (COC) Application

Instructions for the COC: <http://www.ctc.ca.gov/credentials/online-services/pdf/web-app-tips.pdf>.

1. Go to <http://www.ctc.ca.gov/credentials/submit-online.html>.
2. Click on "Submit Your Application Online."
3. 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.
4. After entering your personal information correctly, the system will direct you to return to enter User ID and Password.
5. Log in and read the Commission in Teacher Credentialing Disclaimer and click "Next."
6. 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.
7. Click "Next."
8. Under "Document" tab, review the last section that states "Apply for a Certificate of Clearance" and click on "Create New."

Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate

This option is ONLY for those seeking background clearance.

Click "Create New" to start. If applicable, select "Yes" next to the Document Title and click "Complete" to continue.

<input type="button" value="Choose Yes to Apply"/>	<input type="text" value="Document Title"/>	<input type="text" value="Application Status"/>
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9. Once you click on "Create New" a new screen opens.
10. Under "General Application Category" click on the drop down to select "**Certificate/Activity Supervisor Clearance Certificate.**"
11. Using the drop-down arrow under "Document/Authorization Title" select "**Certificate of Clearance.**"

12. Once the selection is made for the Certificate of Clearance a page will pop up below. If you scroll to the bottom of the page you will click "**Next.**"
13. 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 rrsousa@csuchico.edu or 530-898-6455.
14. Click **Submit Payment.**
15. Continue to follow the instructions to pay for your certificate.
16. You will receive an email from CTC stating that the COC has been granted, this portion of your program application is complete.
17. If it is more than two weeks and you have not received an email from CTC regarding your COC, you need to review their website.
18. You can look up your COC or any documents at the CTC on their website: www.ctc.ca.gov.
19. Click on "**Search for an Educator.**"
20. Click on "**Secured Search.**"
21. Enter your **Social Security Number and Date of Birth**, then click "**Search.**"
22. When the COC or any other document at the CTC you will see it listed under "**Document.**"
23. 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, rrsousa@csuchico.edu or 530-898-6455.

STEP 3 only if you hold a current 30-day sub permit, PIPS, STSP complete this step.

1. Go to ctc.ca.gov
2. Click on Educator Login
3. Log into your account
4. Verify your personal information is correct especially the email address
5. Then click "next"
6. At the bottom of the page you will see "Apply for Certificate of Clearance or Activity Supervisor Clearance Certificate"
 - a. Click on "Create New"
 - b. Choose "Apply for Certificate of Clearance"
 - c. Continue to follow the steps and pay for the COC.
7. It will take a few days to post, once it is posted you will then submit it with your Credential Application.
8. If you do not see your document please contact Rachelle Sousa, Chico State Credential Analyst, rrsousa@csuchico.edu or 530-898-6455.

Example:



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0281
ORI (Code assigned by DOJ)

TEACHER CRED 44340 EC
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

LICENSE/CERTIFICATION/PERMIT
Authorized Applicant Type

Contributing Agency Information:

CASM TEACHER CREDENTIALING
Agency Authorized to Receive Criminal Record Information

1900 Capitol Avenue
Street Address or P.O. Box

Sacramento CA 95811-4213
City State ZIP Code

03294
Mail Code (five-digit code assigned by DOJ)

Contact Name (mandatory for all school submissions)

Contact Telephone Number

Applicant Information:

*Required Fields

*Last Name _____ *First Name _____ Middle Initial _____ Suffix _____

Other Name: (AKA or Alias) _____

*Last Name _____ *First Name _____ Suffix _____

Sex Male Female

*Date of Birth _____ *Driver's License _____

*Height _____ *Weight _____ *Eye Color _____ *Hair Color _____

Number Billing _____

(Agency Billing Number)

*Place of Birth (State or Country) _____ *Social Security Number _____

Misc. Number _____

(Other Identification Number)

*Home Address _____ City _____ State _____ ZIP Code _____

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

*Applicant Signature _____

*Date _____

Your Number: _____
*OCA Number (Agency Identifying Number)

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 _____ ATI Number _____ Amount Collected/Billed _____



REQUEST FOR LIVE SCAN SERVICE

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

Providing Personal Information. All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

Access to Your Information. You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes.
- To another government agency as required by state or federal law.

Contact Information. For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at keeperofrecords@doj.ca.gov, or by mail at:

Department of Justice
Bureau of Criminal Information & Analysis
Keeper of Records
P.O. Box 903417
Sacramento, CA 94203-4170



REQUEST FOR LIVE SCAN SERVICE

Privacy Act Statement

Authority. The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose. Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses. During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental, or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.



REQUEST FOR LIVE SCAN SERVICE

Noncriminal Justice Applicant's Privacy Rights

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.) *You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>.*

¹ Written notification includes electronic notification, but excludes oral notification

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 28 CFR 50.12(b)

⁴ See U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c)