All students in the School of Education and in educator credentialing programs in the School of Behavioral and Applied Sciences, School of Nursing, and University Libraries must have a valid Certificate of Clearance issued by the California Commission on Teacher Credentialing (CTC) that requires a background check at the time of admission. Students are required to maintain their Certificate of Clearance throughout their enrollment in the School of Education. Students who allow their Certificate of Clearance or other clearance document from the CTC to expire will be prevented from enrollment in future terms. Certificate of Clearance instructions from the CTC can be found in Leaflet CL900. Please see the steps below to apply for your Certificate of Clearance with the CTC.

**Note:** If you hold a valid Substitute Teaching Permit or Emergency Permit or any other Credential from the California Commission on Teacher Credentialing, that document can be used to meet the Certificate of Clearance requirement in lieu of the following procedure.

### First Step to Acquiring a Certificate of Clearance

1. Print 3 copies of the Live Scan 41-LS form.
2. Take these 3 copies to a location offering Live Scan electronic fingerprint services for submission to the Live Scan operator (Live Scan Locations).
3. Please scan or send a copy of your completed Live Scan form to soecredentials@apu.edu. The Office of Credentials will verify the status of your COC and notify Graduate Admissions when it has cleared. You can also Fax your completed Live Scan form to (626) 815-5320, or mail a copy to:

   Azusa Pacific University - Attention: Office of Credentials
   P.O. Box 7000
   Azusa, CA 91702-7000

### Second Step to Acquiring a Certificate of Clearance

1. Go to CTC using the following link [www.ctc.ca.gov](http://www.ctc.ca.gov).
2. Click on "Submit Your Application Online".
3. Enter your Social Security Number and Date of Birth (MM/DD/YYYY). Click "OK". Note: If your Social Security Number and Date of Birth are not in the system, you may have to enter the information a second time.
4. For first time applicants, click on “Create Person” and enter the required fields including address and "Save" before clicking "Next". Note: If you’re not a first time applicant, click on “Edit”, update information including address and click “Save” then “Next”.
5. Under the heading "Apply for Certificate of Clearance or Activity Supervisor Clearance Certificate" click on “Create New” to start your application for the Certificate of Clearance (COC) or Activity Supervisor Clearance Certificate (ASCC).

7. A Certificate of Clearance Online Direct Application checklist will appear. You only need to print and send the checklist to the CTC if you have a “yes” answer to one or more of the "Professional Fitness Questions".

8. Read the entire Disclosure page for the "Professional Fitness Questions" then click next to answer the questions.

9. Complete all required fields of the Oath and Affidavit, and click "Submit Payment”. ONLY CLICK SUBMIT PAYMENT ONCE.

10. On the next page, click the "Process Payment" button to move forward and the display shows the document applied for and the amount to pay. Currently, the COC application costs $52.50.

11. Click the "Continue" button and complete the billing verification information for LexisNexis.

12. Pay with credit card or use a debit card (with a Visa or MasterCard logo). Click the "Continue" button when finished.

13. Verify the payment information is correct, including your email address, and then click "Complete Payment". Do not click the "Complete Payment" button more than once, and do not use the "Back" button in the web browser. Wait for the confirmation page to be displayed.

14. On the "Confirmation" page, use the 1st link provided to obtain a printable receipt for your reference, and keep copies of all paperwork submitted for your personal records.

Viewing your Certificate of Clearance

1. You can also go online to [www.ctc.ca.gov](http://www.ctc.ca.gov) to check the status of your COC, by clicking on to "Search for an Educator".

2. Under the "Secured Search", enter your Social Security number and Date of Birth.

3. Click on the "Document Number" of the COC and print or take a Screen Shot of your Certificate

4. Please contact the Office of Credentials at (626) 815-5346 with any questions you have regarding this process.