

Live Scan Fingerprinting and Certificate of Clearance Procedures

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 (COC) 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. Fax your completed Live Scan form to (626) 815-5320, or mail a copy to the address below. The Office of Credentials will verify the status of your COC and notify Graduate Admissions when it has cleared.

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
2. Select the "**Educator Login**" button on the right side of the screen to begin your application.
3. Create/login to your personal profile on the secure Educator Page. **If this is your first application, use the link "Create User ID and Password" (highlighted in yellow) to begin your online profile.**
4. To begin creating your User ID and Password, enter your Social Security Number and Date of Birth (MM/DD/YYYY), then click "OK". **Note: If this is your first time submitting an application to the Commission and accessing CTC online, you will be prompted to enter this information twice.**
5. Enter your personal information including your selection of a User ID and Password, and Create 3 Challenge Questions and Answers that can be used to verify your account. **You must include a current valid email address in your profile as this is how password recovery information and other important correspondence regarding your file will be distributed.**

6. Once your User ID and Password has been created, you will be directed back to the login screen to sign in. After logging in, you will be shown the Commission's Personal Information legal disclaimer. Click "Next" in the upper right corner to proceed.
7. The next screen allows you to verify the information you entered on your personal profile page. If you need to make any adjustments to your information, click the "Add or Change Personal Information" button, otherwise click "Next".
8. Under the heading "**Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate**", click the "**Create New**" button and select which document you wish to apply for **Certificate of Clearance (COC)** or Activity Supervisor Clearance Certificate (ASCC).
9. Next, under "**Document/Authorization Pick**", there are two drop down menus, "**General Application Category and Document/Authorization Title**" from which to select the certificate you are applying for (COC or ASCC), then click "Next".
10. A Certificate of Clearance Online Direct Application checklist will appear that verifies which document you have selected. You only need to print and send the checklist to the CTC if you have answered "yes" to one or more of the "**Professional Fitness Questions**".
11. Read the entire Disclosure page for the "**Professional Fitness Questions**" then click "Next" to answer the questions.
12. Complete all required fields of the Oath and Affidavit, and click "**Submit Payment**". **ONLY CLICK SUBMIT PAYMENT ONCE.**
13. On the next page, click the "**Process Payment**" button to move forward, and the display will show the document you applied for along with the amount to pay. Click the "Continue" button. Note: Currently, the cost for the COC application is \$52.50.
14. Complete the billing verification information for LexisNexis. You can choose to pay with credit card or use a debit card (with a Visa or MasterCard logo), then click "Continue" when finished.
15. Verify that the payment information is correct, including your email address, then click "**Complete Payment**". **Note: Do not click the "Complete Payment" button more than once, and do not use the "Back" button in the web browser.**
16. Wait for the confirmation page to be displayed, then use the 1st link provided to obtain a printable receipt for your reference. Keep copies of all paperwork submitted for your personal records.

Viewing your Certificate of Clearance

1. You can check the status of your COC by going online to www.ctc.ca.gov and either log in with your User ID and Password, or by clicking on to "Educator Search".
2. From the "Educator Search" button, click on "Secured Search", and 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.