

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 and the School of Nursing must have a valid Certificate of Clearance (COC) or other valid document 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 or other valid CTC document 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 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 and take these 3 copies to a location offering Live Scan electronic fingerprint services for submission by the Live Scan operator ([Live Scan Locations](#)).
2. Make sure your information on the Live Scan form and the fingerprints taken by the Live Scan operator are legible and correct.
3. For additional fingerprint information, please visit the [CTC Fingerprint Information page](#).

Second Step to Acquiring a Certificate of Clearance

1. Apply for your document using the CTC Online system at the Commission's website (www.ctc.ca.gov).
2. Follow the [CTC Online Written Instructions for Application and Payment](#) then scroll down to **Apply for Fingerprint Clearance (COC and ASCC)**.

Viewing Your Certificate of Clearance

1. You can check the status of your COC by going online to www.ctc.ca.gov and either login with your User ID and Password, or by clicking on "Search for an Educator".
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 Screenshot of your Certificate for your records.
4. For resources such as step-by-step videos and helpful tips to troubleshoot login issues, visit the [Login Help](#) page on the CTC website.
5. Please contact the Office of Credentials at soecredentials@apu.edu with any questions you have regarding this process.