

Basic Skills Requirement/CBEST Waiver Process

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The Basic Skills Requirement/CBEST waiver process can take 2-3 months so we recommend starting this process as soon as you complete your BA.

Part 1: Obtaining a Certificate of Clearance

The Certificate of Clearance (COC) is a document issued by the CTC to an individual who has completed the required fingerprint and background check process. The COC provides no authorization, only verification that you have completed a professional fitness review. It is valid for 5 years. Follow these steps to obtain a Certificate of Clearance:

Step 1: Create an 'Educator Account' on the [CTC Educator Login Page](#)

- If this is your first time creating an account, you will be asked to enter your SSN (or ITIN) and DOB twice. The site is not broken, you just have to enter your information again.
- Be sure to enter your name exactly as it appears on your government-issued ID AND Social Security card.

Step 2: Start the COC application

- Under "Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate" click "Create New"
- Under "General Application Category" select "Certificate of Clearance/Activity Supervisor Clearance Certificate."
- Under the "Document/Authorization Title" select "Certificate of Clearance."
 - Do not select "Activity Supervisor Clearance Certificate. It's not required and more expensive.

Step 3: Answer the professional fitness questions

- You will be asked about changes in school employment status as a result of misconduct, criminal convictions, and disciplinary actions taken against any teaching or other license. Failure to disclose any required information is considered falsification of your application, and the CTC may reject or deny your application or take disciplinary action against your credential.
- For support with answering those questions, review [this document](#).

Step 4: Submit your application and payment

- As of November 2022, the COC application fee is \$50 plus an additional \$2.65 service fee (\$52.65 total).
- Check the [CTC website](#) for the most up to date information on the fees.

Step 5: Get fingerprinted ASAP

- Open the [CTC Live Scan Form](#) and complete fields with an asterisk, leaving other fields blank or pre-filled.
 - Be sure to enter your name exactly as it appears on your government-issued ID, Social Security card, AND CTC Educator Account.
- Make an appointment at a [Live Scan location](#). The cost of fingerprinting varies by location, but you can expect to pay between \$60-\$100. We recommend asking your school employer if they will

reimburse you for this.

- Be sure to bring your completed Live Scan Form and appropriate ID (i.e. driver's license or passport).
- Your Live Scan Form will be returned to you at the end of the appointment.
- Notification of Live Scan completion will be sent to the CTC automatically.

Step 6: Wait for your COC from the CTC

- The CTC will notify you by email when your Certificate of Clearance is issued. You can also view the status of your COC application by logging into your [CTC Educator Account](#).
- It usually takes within 10 working days to process, but it can take longer if your application requires additional review. We recommend applying as soon as possible.

Part 2: Collecting Documents for the BSR Waiver & Credential Application

Step 1: Ask your College Coach to request a letter of exemption from SNHU and then email it to you.

Step 2: Complete the [CTC Credential Application](#) starting on page 6 (sections 1-4 & 6-9)

- Under "Comments/Additional Subject Requests" input this message: "I am applying to have the Basic Skills Requirement waived through coursework attached."

Step 3: Request your OFFICIAL transcript from SNHU

- Log into [mySNHU](#). On the left hand side under "Self-Service" click "Request an Official Transcript."
- You will need to request that they get sent to the CTC electronically or via mail.
- To send electronically, use this email:
 - etranscripts@ctc.ca.gov
- To send via mail, use this address:
 - Commission on Teacher Credentialing
 - Certification Division
 - 1900 Capitol Avenue
 - Sacramento, CA 95811-4213

Step 4: Confirm that your COC has been issued by checking your email or logging into your [CTC Educator Account](#).

Step 5: Print all six documents below:

- Letter of Exemption from SNHU
- [CTC Credential Application](#)
- Official Transcript (not necessary if you sent to the CTC electronically)
- [Math Syllabus](#)
- [English Syllabus](#)
- [Expanded Transcript Key](#)

Step 6: Mail all six documents to this address:

- Commission on Teacher Credentialing
- Certification Division
- 1900 Capitol Avenue
- Sacramento, CA 95811-4213

Reach out to your College College or email the CTC at credentials@ctc.ca.gov with any questions about the BSR waiver process.