Certificate of Clearance

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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.

Step 4: Submit your application and payment

- As of September 2026, 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.