

CTC Account & Certificate of Clearance

Step 1: Create a new user account with the CTC

- Quick Step: Click on [Create Educator Account](#) and follow the steps to create your new account
- See [here](#) for more detailed instructions on this step

Step 2: Get [fingerprinted](#) for the CTC. Use this Livescan form [here](#).

FIRST TIME APPLICANTS FOR CREDENTIALS, CERTIFICATES, OR PERMITS

First time applicants for a credential, certificate, or permit, in the State of California, are required to submit fingerprint images to the California Commission on Teacher Credentialing (CCTC) before any credential or permit can be issued by the Commission. These fingerprints for the CCTC can be in addition to any fingerprints required by the employer.

- See the FAQs page [here](#) for any questions regarding this process.

Where to get fingerprinted? SCCOE is not currently fingerprinting due to COVID-19 restrictions, however there are other places you can receive fingerprints.

- See [here](#) to find a fingerprint location.

Next step: Certificate of Clearance

APPLICANTS FOR TEMPORARY TEACHING CERTIFICATES

A person who meets the requirements for a teaching credential and has submitted an application packet for the credential through the County Office of Education may apply for a Temporary County Certificate (TCC). The TCC enables the applicant to teach while the California Commission on Teacher Credentialing (CCTC) processes the application.

Education Code 44332 prohibits a County Office to issue a temporary teaching certificate until a criminal history has been obtained and processed and DOJ/FBI verifies a clear record of serious/violent felony conviction. Therefore, a County Office of Education is required to obtain a CTC-issued Certificate of Clearance and shall not issue a temporary certificate if the applicant has not obtained the Certificate of Clearance.

Step 1: Follow the instructions [here](#) to complete your certificate of clearance requirement

Please read the instructions carefully. If you have any further questions, please feel free to contact SCCOE credential services and inform them you are with EPIC.

Credential Services

credentialservices@sccoe.org

408-453-6767