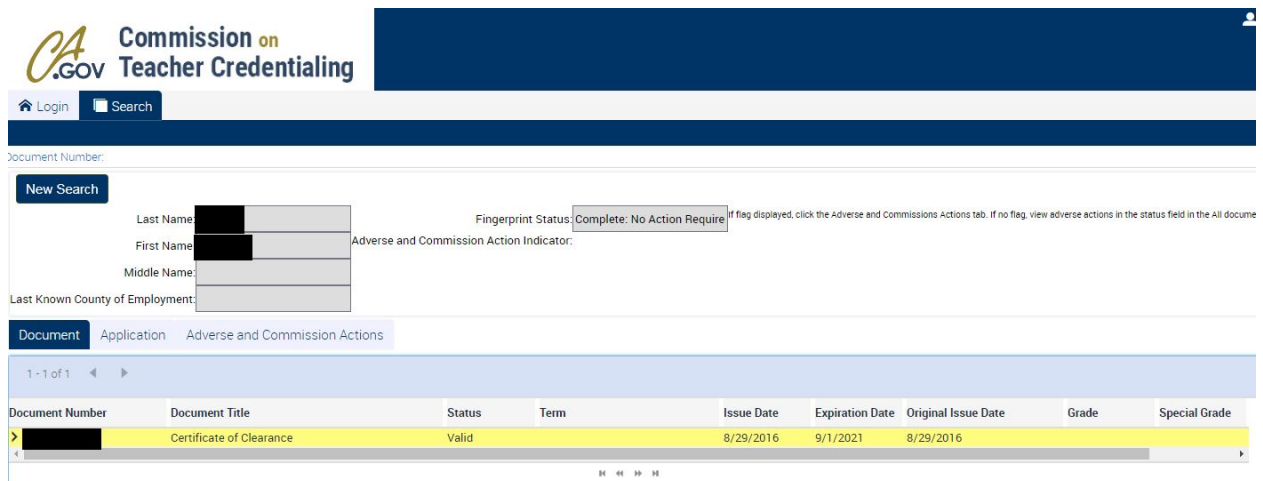


How to Find your Certificate of Clearance and Where to Submit

After you have gotten your fingerprints done and set up your CTC account:

1. Got to: www.ctc.ca.gov to check the status of your certificate of clearance
2. Click on “Search for an Educator”
3. Click on “Secured Search”
4. Enter your DOB and Social Security Number
5. Take a screenshot and save it as an image (the image should clearly show your name and the dates (the image below is a reference of what your COC will look like)



The screenshot shows the CTC website interface. At the top, there is a navigation bar with the CTC logo and the text "Commission on Teacher Credentialing". Below this, there is a search bar with a "Search" button. The main content area shows a search form with fields for "Last Name", "First Name", "Middle Name", and "Last Known County of Employment". The "Fingerprint Status" is displayed as "Complete: No Action Require". Below the search form, there are tabs for "Document", "Application", and "Adverse and Commission Actions". The "Document" tab is selected, and a table of search results is displayed. The table has columns for "Document Number", "Document Title", "Status", "Term", "Issue Date", "Expiration Date", "Original Issue Date", "Grade", and "Special Grade". A single row is visible, representing a "Certificate of Clearance" with a status of "Valid" and issue/expiration dates of 8/29/2016 and 9/1/2021 respectively.

Document Number	Document Title	Status	Term	Issue Date	Expiration Date	Original Issue Date	Grade	Special Grade
[REDACTED]	Certificate of Clearance	Valid		8/29/2016	9/1/2021	8/29/2016		

6. Upload the image to Taskstream and submit to Marrilee Boldt

Refer to “Certificate of Clearance Quick Tips” document for detailed information on setting up your account.