

Apply for a Document

3. Log in with your User ID and Password.
4. Continue to the *Educator Page*, which displays after the *Legal Disclaimer* and *Personal Information* pages.
5. Scroll down to the heading *Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate*.
6. Click on **Create New** to start.

The screenshot displays a web application interface with several sections:

- Back** button at the top left.
- Note:** "If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts".
- Form fields:** Last Name, First Name, Middle Name, Last Known County of Employment, and Fingerprint Status (Incomplete: Action Required by Educator. Email Fil...).
- Adverse and Commission Actions Indicator:** A section with a search icon and navigation arrows.
- Document Application:** A section with a search icon and navigation arrows, containing a table with columns: Document Number, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date.
- Complete Your Programs Recommendation:** A section with a search icon and navigation arrows, containing a table with columns: Choose Yes to Complete Recommendation, Document Title, Term, Application Status, Issue Date, Return Reason.
- Renew Your Document:** A section with a search icon and navigation arrows, containing a table with columns: Choose Yes to Renew, Document Title, Term, Status, Issue Date, Expiration Date, Original Issuance Date.
- Apply for a Certificate of Clearance or Activity Supervisor Clearance Certificate:** A section with a search icon and navigation arrows, containing a table with columns: Choose Yes to Apply, Document Title, Application Status. The **Create New** button is highlighted with a red box.

7. For the General Application Category, click on the arrow and select *Certificate of Clearance/Activity Supervisor Clearance Certificate* from the list.

- For the Document/Authorization Title, click on the arrow and select either the *Activity Supervisor Clearance Certificate* or the *Certificate of Clearance*.

A screenshot of a web form. At the top left is a blue 'Back' button. Below it is a note: 'Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts'. The form contains several input fields: 'Last Name: Last Name', 'First Name: First Name', 'Middle Name: Middle Name', and 'Last Known County of Employment:'. To the right of the name fields is the text 'Adverse and Commission Actions Indicator:'. Below these fields is a section titled 'Document/Authorization Pick'. It contains two dropdown menus: 'General Application Category: Select' and 'Document/Authorization Title:'. Both dropdown menus have a red box around them. At the bottom left is a grey 'Back' button.

- Click **Next**.

NOTE: There is no longer a checklist to review and print.

A screenshot of a web form. At the top left is a blue 'Back' button. Below it is a note: 'Note: If you have questions about the information displayed below, please click [here](#) for a listing of Commission contacts'. The form contains several input fields: 'Last Name: Last Name', 'First Name: First Name', 'Middle Name: Middle Name', and 'Last Known County of Employment:'. To the right of the name fields is the text 'Adverse and Commission Actions Indicator:'. Below these fields is a section titled 'Document/Authorization Pick'. It contains two dropdown menus: 'General Application Category: Certificate of Clearance/Activity Supervisor Clearance Certificate' and 'Document/Authorization Title: Activity Supervisor Clearance Certificate'. To the right of these dropdowns is a section titled 'Instructions' with the following text: 'First, select a General Application Category from the drop down menu. Second, select a Document/Authorization Title from the drop down menu. Third, review the information on the selected checklist to verify you met the requirements before proceeding.' At the bottom left is a grey 'Back' button, and at the bottom right is a blue 'Next' button. The text '1 of 1+' is visible in the top right corner.

- The next page will display the *Disclosure and Professional Fitness Questions (PFQs)* page.

- For additional information on this item, please view the *Complete the Online Disclosure, PFQs and Payment* section below.

NOTE: Once the application and payment have been completed, the document will no longer display under the *Apply For A COC or ASCC* section. For information on how to check the application's status, view the [CTC Online - Your Educator Account](#) and click the *Check Your Application Status* item.