

Out of State Prepared Educators – Online Recommendation

Name: _____ Email: _____

Other/Maiden Name: _____ Phone: _____

Type of credential: Multiple Subject Single Subject Education Specialist **Subject:** _____
(Circle one)

Step 1: Gather the materials to verify you meet the requirements.

Please check each of the items you are submitting (one from each section):

- ☐ **Out of State Prepared Educators Online Recommendation Checklist (THIS FORM)** OR if applying through the [SDCOE application portal](#) (preferred) use the [Client Application Information Form](#)
- ☐ **San Diego County Office of Education Temporary County Certificate Form** - Only a “Receipt” will be issued for online recommends. In order for the Temporary to be "activated" you must obtain a [Certificate of Clearance](#) from the CTC or hold another CTC document.
- ☐ **Fingerprints** - There are 2 options to complete the CTC fingerprint requirement. Select one only.
 - ☐ 1) Completed [41-LS Form](#) – this must be processed by a Livescan facility
 - ☐ 2) Copy of another CTC credential or permit (printout from CTC website is ok)
- ☐ **Certificate Of Clearance – Submit a photocopy of the document**
Online Application process via the CTC website at www.ctc.ca.gov. Fee is \$52.65 with a credit card
- ☐ **OFFICIAL TRANSCRIPTS showing required coursework**
There are 2 options to submit official transcripts (these will not be returned). Check one box below.
 - ☐ 1) Electronic transcripts sent from your college or university directly to our email at sdcred@sdcoe.net.
 - ☐ 2) Submit an original hardcopy to our office via mail or dropped off (not a printed pdf). This does not need to be in a sealed envelope.
- ☐ **Out of state teaching credential (Photocopy of the front and back)**
- ☐ **Verification of Experience Letter and 2 years of Performance Evaluations (if applicable)**
An original, official letter on letterhead from the employer stating fulltime (including dates and specific assignment). Must have an acceptable signature (wet signature (pen on paper), Adobe or DocuSign ONLY Must be signed by: District Superintendent, Assistant Superintendent or Director of Personnel/Human Resources only.

Step 2: Submit the materials to our office.

Materials can be submitted in several ways, but we suggest online. **ALL MATERIALS SHOULD BE SUBMITTED IN THE SAME ENVELOPE so please wait to submit until you have all materials.**

ONLINE!	U.S. Mail	Drop off with the front gate staff	
Go to https://sdcoe.service-now.com/credentials and create/log-in an account	SDCOE Credentials, Room 104 6401 Linda Vista Road San Diego, CA 92111	<u>Linda Vista Office</u> 6401 Linda Vista Road San Diego, CA 92111	<u>North County Office</u> 255 Pico Avenue San Marcos, CA 92069

Wait for our office to evaluate and recommend you for the credential.

This timeline is determined by the number of applications we receive. If you send all materials together, applications are recommended within 3-4 weeks. Faster for online submissions. Once recommended you will get an email from CTC to complete your application online. ***IMPORTANT: Please make sure to click on the “**employer/county office recommendation**” tab. If you click on the “new credential application” tab, the process for you to obtain your credential **will** be delayed and you may incur additional fees. CTC will process the credential within 50 days. They will email you at that time.

What is a CERTIFICATE OF CLEARANCE?

The Certificate of Clearance (CofC) is a document issued by the Commission on Teacher Credentialing (CTC) to an individual who has completed the Commission's fingerprint character and identification process, whose moral and professional fitness has been shown to meet the standards as established by law. The CofC is not the same as a clear teaching or services credential. *The CofC does not authorize the holder to provide any instruction or services in schools*; its sole purpose is to provide verification that the holder has completed a professional fitness review.

Who may need a CERTIFICATE OF CLEARANCE

A CofC may be needed in a number of different situations, some of which include:

- Those individuals who are entering into a California Credential program.
- Those individuals who are directed to obtain a CofC by their employer.
- Those individuals who are applying for their first credential or permit who would like a Temporary County Certificate (TCC).
 - o Effective 1/1/2017, Assembly Bill 1918 requires a CofC on file prior to the activation of any TCC.
 - o Once the CofC is granted, you may apply for a credential or permit through our office to receive a TCC.
 - o If you have already submitted an application and now need a TCC, please forward a copy of the CofC (once granted) to sdcred@sdcoe.net so that an active TCC can be forwarded to you via email. If you submitted your application through SDCOE please forward your CofC to the Credential Technician who assisted you.

How to Apply for a CERTIFICATE OF CLEARANCE

First, you MUST fingerprint for the Commission on Teacher Credentialing (CTC) using the 41-LS fingerprint form. Then, after you have visited a LiveScan location and had your fingerprints done, please complete the following process.

- VISIT the CTC website (www.ctc.ca.gov)
- CLICK 'Apply for a New Document'
- CLICK 'Educator Login'
 - o Log into your Educator Account
 - o If you have not yet created one yet – You will need to create one now by clicking on 'Create Educator Account'
- CLICK on the blue 'COC/ASCC Application' button
- CLICK on the blue 'Create New' button
- Follow the instructions on the website to complete the application and pay for the Certificate of Clearance After completing this application process, CTC typically grants this document in about 2 weeks.

If you have any questions about this application, please refer to the CTC leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-\(cl-900\)](https://www.ctc.ca.gov/credentials/leaflets/certificate-of-clearance-(cl-900)).

How do I check the status of my application(s)?

You can check the status of your application on their website: www.ctc.ca.gov then either log into your Educator Profile OR simply Search for an Educator using the Secured Search option.