

Admission Process for ACOE's CTE Program		
Decide Which Best Describes You		
Clear Credential Holder Possess a Valid California Clear Single-subject, Multiple Subject, or Education Specialist Credential	First-time Credential Holder Seeking a CTE Credential for the first time and do not possess a Clear teaching credential	Transfer Student Possess a Valid Preliminary CTE Credential and are Looking to Transfer
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Visit acoecollege.org/cte , click on 3 Steps to Apply and the internal links. Contact ACOE at cte@acoecollege.org with any clarifying questions about eligibility.		
↓	↓	↓
Pay the \$200 non-refundable Program Fee at acoecollege.org/cte		
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Mail all applications materials (forms, verification letters, and proof of high school graduation) in one envelope per the instructions. <u>No exceptions.</u>		Mail only the application forms. No other materials are requested.
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ACOE will first determine if you satisfied the requirements. If you have, then we will check to see if you possess a Certificate of Clearance (COC).		
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Already possess a Certificate of Clearance. No fingerprinting necessary.	If you have not previously completed the fingerprint process and have been issued a currently valid COC document by the Commission on Teacher Credentialing (CTC) you will need to do so. If you have, you will not need to do so again.	Already possess a Certificate of Clearance. No fingerprinting necessary.
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	Get fingerprinted at one of the authorized Live Scan locations with the forms provided by ACOE. Pay the vendor's fee.	
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	Pay the CTC's \$52.50 Certificate of Clearance fee online.	
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Pay ACOE the non-refundable \$300 tuition deposit at acoecollege.org/cte		
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ACOE submits a recommendation to the CTC for the candidate to receive a Preliminary CTE Credential.		
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Pay the CTC a second \$52.50 for processing the credential recommendation application. ACOE is notified of the payment.		
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CTC notifies them that they have been granted the Preliminary CTE credential.		
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ACOE notifies the candidate that they have been enrolled in the clear credentialing program.		