CHECKLIST FOR CHILD DEVELOPMENT PERMIT

Please use this checklist to verify that your permit application is complete, and then SUBMIT ALL ITEMS TO THE CREDENTIAL ANALYST OFFICE, EUREKA 414. The Credential Analyst will initiate the process once your application materials are received and evaluated in our office.

_____ 1. Completed Application Form (41-4)

_____ 2. Verification of Completion Form (41-CDP1 or 41-CDP2) signed by the approved evaluators
   - CSUS Approve Evaluators are:
     Susan Gomez, Karen Horobin, Ana Garcia-Nevarez, and Sherry Velte

_____ 3. Request for LiveScan Service (41-LS) for first-time applicants

_____ 4. Check/Money Order made out to “CTC”
   - Full application fee (currently $100.00)
   - Half-fee (currently $50.00) allowed when upgrading a permit within 3 years of its initial issuance

_____ 5. Miscellaneous Information
   - Form CL-877 (Verification of Family Child Care Attendance)
   - Form CL-878 (Verification of Family Child Care Experience)

Related links:
Child Development Training Consortium (CDTC) (www.childdevelopment.org)
CDTC promotes high quality early education to California’s children and families by providing financial and technical assistance to child development students and professionals.

California Commission on Teacher Credentialing (CTC) (http://www.ctc.ca.gov)
The CTC website provides up-to-date information on Child Development Permits as well as other California teaching credentials.

Once your application materials have been received and evaluated, it will then be sent to the Commission on Teacher Credentialing (CTC) for the granting of the permit. At the time your application is sent to the CTC you will also be sent a Letter of Verification. The Letter of Verification may be shown to your employer to verify that your Child Development is in process at the CTC.

If you have any questions regarding the application process, please call the Credentials Office at (916) 278-4567 or email us at echristian@csus.edu.

OUR MAILING ADDRESS:
CSUS Credentials Office
College of Education, Eureka 414
6000 J Street
Sacramento, CA  95819-6079

Revised: 7/2/2015