

## CHECKLIST FOR CHILD DEVELOPMENT PERMIT

### 1. Completed Permit Application Form (41-4)

- Visit <https://www.childdevelopment.org/>. Initiate the application process by clicking on “Apply for a Child Development Permit Stipend,” scroll down and click “Apply for a Permit,” then “Apply Now.” Answer the questions to determine eligibility to apply for a permit stipend. If eligible, this online system will include electronic paperwork for fee reimbursement requests and the official permit application form. Complete all and print a hardcopy of the stipend cover page and your completed application form. Please use the step-by-step instructions: <https://www.childdevelopment.org/permitapp/help#2>.
- If not eligible for a stipend, visit <https://www.ctc.ca.gov/>. Scroll and click “Apply for a New Document” and then “Submit a Paper Application.” Complete the application form – everything must be typed. For anything you are unsure how to complete, leave it blank and ask a permit advisor. Only complete the following sections of the application form:
  - 1 – Personal Information
  - 2 – Application Type Requested – Choose “New Credential/Permit” (or “Renewal”)
  - 3 – Choose Document Type – Choose “Child Development Permits” and select appropriate permit level (see page 2).
  - 6 – Professional Fitness Questions
  - 7 – Child Abuse and Mandated Reporting
  - 9 – Oath and Affidavit

### 2. Check/Money Order made out to “CTC” [as needed]

- Note: The check/money order is only needed if funding for permit fees is no longer available (see Step 1 above).
  - Full application fee (currently \$100.00)
  - Half-fee (currently \$50.00) when upgrading a permit within 3 years of its initial issuance.

### 3. Complete LiveScan Fingerprinting (41-LS) for First-Time Applicants (approximately \$60.00-\$80.00)

- Form available at [https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202\\_39](https://www.ctc.ca.gov/docs/default-source/leaflets/41-ls.pdf?sfvrsn=a1c12202_39)
- LiveScan Services are available on campus at the Police Station. Information on location and availability of services can be found at <https://www.csus.edu/campus-safety/police-department/units-functions/live-scan-fingerprinting-services.html>. Appointments required – no walk-ins.
- Save your receipt. Part of your fingerprinting fees may be reimbursed if funding is available (see Step 1 above).

### 4. Verification of Experience (for Associate through Site Supervisor Permit levels)

- Provide a letter from a supervisor of a childcare provider verifying experience requirements. Letter must be on official letterhead, signature in blue ink.
- You may request multiple letters from different supervisors. All verified hours need to add up to the minimum hours required for the permit level for which you are applying.

### 5. Official Transcripts (\$8.00 and up)

- Information at <https://www.csus.edu/student-life/records-transcripts/transcripts/>
- Recommend having a copy of your official transcript mailed to you. Do not open – must stay sealed.

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### 6. Verification of Completion Form (41-CDP1 or 41-CDP2) Signed by an Approved Evaluator

- *This form is not directly available to you.*
- Meet with a permit advisor when you have all the above documents ready. Once eligibility for a specific permit level has been verified, the permit advisor will provide you with a signed verification form.
- Approved permit advisors: Dr. Amber Gonzalez ([amber.gonzalez@csus.edu](mailto:amber.gonzalez@csus.edu)), Dr. Patrick Pieng ([patrick.pieng@csus.edu](mailto:patrick.pieng@csus.edu)); Sherry Velte (Director of the ASI Children’s Center, [sherryv@csus.edu](mailto:sherryv@csus.edu))

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- ### 7. Submit all of the above items to the Credential Analyst Office – Eureka Hall 414.
- The Credential Analyst (Elizabeth Christian, [echristian@csus.edu](mailto:echristian@csus.edu)) will mail everything to the Commission on Teacher Credentialing (CTC) for the granting of the permit. You may check the status of your permit on the CTC website: <https://www.ctc.ca.gov/>

## Child Development Permit Matrix - with Alternative Qualification Options Indicated

Permit Title	Education and Experience Requirements (Option 1 only: Both column requirements must be met)	Alternative Qualification Requirements (Options 2, 3, or 4)	Authorization	Five Year Renewal Requirement
<b>Assistant (Optional)</b>	<u>Option 1:</u> 6 units of Early Childhood Education (ECE) or Child Development (CD)	<u>Option 2:</u> Accredited HERO program (including ROP)	Authorizes the holder to assist in the care, development and instruction of children in a child care and development program under the supervision of an Associate Teacher Permit holder or above.	105 hours of professional growth activities*****
<b>Associate Teacher</b>	<u>Option 1:</u> 12 units ECE/CD including core courses**	<u>Option 2:</u> Child Development Associate (CDA) Credential. CDA Credential must be earned in California.	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program; and supervise an Aide or Assistant Permit holder.	Permit may only be renewed one time with additional 15 units. Must meet Teacher Permit requirements within 10 years.
<b>Teacher</b>	<u>Option 1:</u> 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	<u>Option 2:</u> AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program; and supervise Aide or Permit holders above.	105 hours of professional growth activities*****
<b>Master Teacher</b>	<u>Option 1:</u> 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	<u>Option 2:</u> BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program; and supervise all above including Aide. Also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth activities*****
<b>Site Supervisor</b>	<u>Option 1:</u> AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	<u>Option 2:</u> BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>Or</b> <u>Option 3:</u> Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>Or</b> <u>Option 4:</u> Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth activities*****
<b>Program Director</b>	<u>Option 1:</u> BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	<u>Option 2:</u> Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; <b>Or</b> <u>Option 3:</u> Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; <b>Or</b> <u>Option 4:</u> Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple-sites; provide service in the care, development and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.	105 hours of professional growth activities*****

**NOTE: All unit requirements listed are semester units. All course work must be degree applicable and completed with a grade of 'C' or better from a regionally accredited college or university.**

\* GE Units: One course in each of the four general education categories: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.  
 \*\* Core Courses: One course in each of the following categories: Child/Human Growth & Development; Child/Family/Community or Child and Family Relations; and Programs/Curriculum.  
 (All core course work must meet a minimum unit requirement of three semester units or four quarter units)  
 \*\*\* Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.  
 \*\*\*\* A valid Multiple Subject or a Single Subject in Home Economics.  
 \*\*\*\*\* Professional growth hours must be completed under the guidance of a Professional Growth Advisor.

**This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at [www.childdevelopment.org](http://www.childdevelopment.org).**