

Inclusive Engagement Strategies

- Make sure your (preferred) name is correctly labeled. If comfortable, please include your pronouns.
- Please mute your microphone when not speaking.
- You are welcome to be on/off camera.
- Please “raise hand” (in Reactions) if you want to comment or ask a question. Wait to be recognized.
- When recognized to speak, please first state your name (e.g., “This is Patrick speaking.”) and show your video (if possible).
- Only one person speaks at a time when recognized.
- Please minimize the use of chat.

Note: This session will be recorded.

Child Development Permit Overview

QUALIFICATIONS AND HOW TO APPLY



What is a Child Development Permit?

- ❖ A Child Development Permit is a **certificate which states that you have fulfilled certain course and/or experience requirements.**
- ❖ It authorizes you to teach or supervise in a childcare program.
- ❖ Child Development Permits are issued by the State of California Commission on Teacher Credentialing (CTC).
- ❖ Not all childcare programs require a permit.
 - ❖ Typically required in publicly-funded, licensed center-based or family childcare

Six Permit Levels

1. Assistant*
 2. Associate Teacher*
 3. Teacher*
 4. Master Teacher
 5. Site Supervisor*
 6. Program Director
- Qualifications based on education and/or experience.
 - All permits are valid for 5 years.

Overview of Education Requirements

- ECE/Child Development vs. General Education units
- All unit requirements are semester units (quarter unit = 2/3 of semester unit)
- Courses must be completed with grade “C” or higher [or credit (CR)]
- ECE/Child Development units cannot overlap with General Education units
- Units must be obtained from a regionally-accredited institution
- Units completed outside of the US must be evaluated by a CTC-approved agency for equivalency

ECE/CD Core Units

1. Child Growth & Development (**CHAD 30 or 35**)
 2. Child/Family & Community (**CHAD 156/FSHD 50/ECE 314**)
 3. Programs/Curriculum (**CHAD 136**)
- Must complete a minimum of 3.0 semester units in each core area
 - All core courses are required from Associate Teacher level and up.

General Education (GE) Units

- English/Language Arts
 - Humanities
 - Social Science
 - Math/Science
-
- Courses must be degree applicable

Experience Requirements

- **Minimum of 3 hours a day to count as a day of experience**
- Student teaching/field experience in Infant Toddler, Preschool, Transitional-Kindergarten, and/or Kindergarten
- Licensed Family Child Care
- Volunteer experience counts toward the experience requirement

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
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	Option 1: None	Option 2: 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*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	Option 1: 50 days of experience at 3+ hours per day within 2 years	Option 2: 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.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	Option 1: 175 days of experience at 3+ hours per day within 4 years	Option 2: 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*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	Option 1: 350 days of experience at 3+ hours per day within 4 years	Option 2: 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*****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	Option 1: 350 days of experience at 3+ hours per day within 4 years, including at least 100 days of supervising adults	Option 2: 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; Or Option 3: Admin. credential*** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; Or Option 4: 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*****
Program Director	Option 1: 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	Option 1: Site Supervisor status and one program year of Site Supervisor experience	Option 2: Admin. credential*** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; Or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting, plus 6 units administration; Or Option 4: 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.

<p>* 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.</p> <p>** 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)</p> <p>*** Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.</p> <p>**** A valid Multiple Subject or a Single Subject in Home Economics.</p> <p>***** Professional growth hours must be completed under the guidance of a Professional Growth Advisor.</p>	<p>For more detailed information by the CA Commission on Teacher Credentialing, refer to Leaflet CL-797 at www.ctc.ca.gov.</p>
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Ways to Apply

- Through the Child Development Training Consortium (CDTC) – **recommended**.
 - Waives application fee and reimburses for fingerprints (first come, first served).
 - <https://www.childdevelopment.org/>
- Directly through the California Commission on Teacher Credentialing (CTC).
 - **All fees apply.**
 - <https://www.ctc.ca.gov/>

What do you need to apply?

- Application Form 41-4
 - Same application form via CTC or CDTC
- Application Processing Fee (\$100.00)*
- Live Scan Fingerprints
- Letters verifying experience (as needed)
 - On official letterhead, signed with blue ink
- Official Transcripts verifying coursework (request hardcopy)

- Verification of Completion – only available through a permit advisor

CDTC Application Form

[HTTPS://WWW.CHILDDEVELOPMENT.ORG/](https://www.childdevelopment.org/)

Apply for Funding

CDTC is now accepting applications for the 2023-2024 Child Development Permit Stipend.






[APPLY FOR A CHILD DEVELOPMENT PERMIT STIPEND](#)



CDTC is currently accepting Educational Support Grant applications for the 2023-2024 program year.

[CHECK ELIGIBILITY AND APPLY FOR ECE EDUCATIONAL SUPPORT GRANT](#)

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- Scroll down and click “Apply for a Permit”

  Apply for a Permit Permit Eligibility Permit Matrices	 Policy Eligibility Info LiveScan Transcripts	 FAQs & Help FAQs Application Help Permit Help	 Resources CDTC Resources CTC Resources Permit History Report
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Applying for a Child Development Permit Stipend

The CDTC will pay the application fee for the permits indicated below, if the applicant is eligible. The application can be found on the [Child Development Permit Stipend page](#). Applications include a checklist and detailed instructions; please follow the instructions carefully or view the [FAQs](#) page for answers to commonly asked questions.

- 1. First Time Permits:** All permit levels are eligible for the stipend for first time applicants.
 - Fingerprinting fees for this level may also be reimbursed for eligible applicants. Fingerprinting fees cannot be reimbursed if the applicant has had a live scan done for CTC before. Fingerprint reimbursement requests must be accompanied by an eligible permit application.
- 2. Permit Upgrades:** All levels are eligible for the stipend for upgrades. Active and expired permits at those levels are eligible.
- 3. Renewals:** All levels are eligible for the stipend for renewals. Active and expired permits at those levels are eligible.
- 4. Online Renewals:** Teacher, Master Teacher, Site Supervisor and Program Director levels are eligible for the reimbursement for online renewals. Renew online at www.ctc.ca.gov.
 - Applicant will need to pay the fees by debit or credit card and use the Online Renewal application to request reimbursement from CDTC for the \$100 renewal fee.
 - **Receipts showing a renewal was paid prior to June 1, 2023 are not eligible.**

The following are NOT ELIGIBLE for the stipend: Children's Center Permit renewals, applications mailed directly to the Commission on Teacher credentialing, extensions, and downgrades.



Apply Now

FAQs

[Child Development Permit Info Flyer in English](#)

[Child Development Permit Info Flyer in Spanish](#)

Child Development Permit Stipend Application

The permit application can be used for all types and levels of permits.

The permit application is a two-step process. After completing the online portion, follow the instructions on the "Review/Summary" tab of the application to **print, complete and mail required documents** to CDTC for processing.



Tips for Completing the Permit Application

- **CTC only accepts typed (not hand written) 41-4 forms as of July 1, 2023.**

Benefits of the online permit application

- Status updates in your CDTC account (e.g. when documents and etranscripts are received, when the application is mailed to the Commission on Teacher Credentialing, etc.)
- Email updates as the application is being processed
- Most permit application documents are pre-printed with applicant information, reducing errors
- Only the documents required for your permit type and level will print

Stipend Eligibility Questions

Note: Not all of the questions below will appear on the Eligibility tab, as they are affected by prior answers.

- Do you live in California?
- Do you work in the ECE field in California?
- Do you own a family child care center located in California?
- Select the type of permit.
 - First Permit
 - Upgrade
 - Renewal
- What permit are you applying for?
- Are you requesting School Age emphasis? → Leave this as No/Don't Know
- Are you currently attending college?
- Enter applicant email.
- Would you like all correspondence associated with this account to be done in Spanish?

Application Elements

Note: Not all of the questions below will appear, as they are based on prior answers.

Personal Information

Educational Information

Employment Information

Demographics (Optional)

Live Scan

Transcripts – Order Sealed Hard Copy

Professional Fitness

Review/Summary

Review/Summary

Confirm your personal information – details must match your live scan/background check information.

Download personalized documents

- CDTC Permit Stipend Cover Sheet
- Form 41-4 Application for Credential – verify that all pre-typed information is correct

Do not mail to CDTC. Compile all required documents and meet with a permit advisor.

CTC Application Form

WWW.CTC.CA.GOV



Home

Credential Information

Program Sponsors

Employers

Educator Misconduct

Data and Reports



Search for an Educator



Online Services



Renew Your Document



Roadmap to Teaching



Apply for a New Document



Complete Your Program's Recommendation



Clear Your Credential



Explore Credential Requirements



Extend Your Credential

Apply for a New Document

[Home](#) | [Credentialing Information](#) | [Apply for a New Document](#)

If you are a **first-time applicant** and have never applied for a document you must first register to use the CTC Online system. Please visit the [Login Help](#) page for additional information.

If you already have a registered User ID, you may submit an application using the appropriate method described below.

[Submit a Paper Application](#)

[Submit an Online Application](#)

Paper applications should be submitted to apply for a:

- Teaching credential based on alternate preparation (out-of-state, outside the United States, private school experience, etc.)
- New teaching area or authorization to an existing credential
- English learner authorization based on completion of examinations
- Substitute Permit
- Child Development Permit (including renewal of Assistant or Associate Permits)
- Restricted teaching or services permits (submitted through an employer)

An Online Application should be submitted to apply for the following fingerprint clearance documents:

- Certificate of Clearance (COC)
- Activity Supervisor Clearance Certificate (ASCC)

Click the Submit an Online Application button above for specific COC and ASCC information.

Visit the [Credential Requirements](#) page for specific document requirements.

Step The Application Form

1. Applicants applying directly to the Commission should complete [Application Form 41-4](#).
 - Be sure all applicable sections of the application are completed. Section 3 should only be filled out for Child Development Permit renewals. Section 7 should only be filled out by an employing agency.
 - **Be sure to review and follow the detailed Application Instructions and/or Instructional Video carefully before completing the application. If reviewing the video, note that you may use the outline on the right side of the screen to navigate to individual sections.**
 - [Application 41-4 Web Form FAQs](#)

Note: You must have a United States issued Social Security Number (SSN) or Individual Tax Identification Number (ITIN) to apply for certification.

Step Fingerprint Clearance

2. First-time applicants must submit a completed Live Scan receipt (California residents) or fingerprint cards (residents from outside of California)

Detailed information on the fingerprint process, including required forms, can be found at the Commission's [Fingerprint Information](#) page.

Step Required Supporting Documentation

3.
 - A. **Academic**

Include the official documentation required to prove your eligibility for the document requested. See below for the Commission's Official Supporting Documentation Policy before gathering your supporting documentation.

Visit the [Credential Requirements](#) page for specific document requirements.
 - B. **Applicant Disclosure**

Applicants must fully and accurately answer all six of the professional fitness questions in Section 6 of [Application Form 41-4](#). **If you answer yes to any question, you must complete the corresponding Professional Fitness Explanation Form** and include it, along with any required documents, in your application packet.

Step Application Fees

4. Submit [required fees](#) with the application. Fees may be submitted as a personal check, cashier's check, or money order payable to CTC.

Step Application Submission

5. Mail the complete application packet including the processing fee and any required supporting materials to:
 - Commission on Teacher Credentialing
 - Certification Division
 - 1900 Capitol Avenue
 - Sacramento, CA 95811-4213

Application Form 41-4

- For the permit application form, only complete the following sections:
 - 1 – Personal Information
 - 2 – Application Type Requested – Choose “New Credential/Permit” (or “Renewal”)
 - 3 – Choose Document Type – Choose “Child Development Permits” and select appropriate level.
 - 6 – Professional Fitness Questions
 - 7 – Child Abuse and Mandated Reporting
 - 9 – Oath and Affidavit

Application Form 41-4



1. Personal Information

SSN or Individual TIN * **Date of Birth ***

If your information is on file, please ensure the legal name entered below matches existing records or this could lead to delays. You may check what's on file using [CTC Online](#).

Legal First Name * **Legal Middle Name** **Legal Last Name ***

All Former/Maiden Name(s)

 **Commission on Teacher Credentialing** **Educator Resources** [CTC Home](#) 

home

Don't see your School District?

Country of Residence

Mailing Address *

City * **State *** **ZIP ***

Home Phone **Mobile Phone** **Work Phone**

Email Address (We recommend that you do not to use your school or work email address and instead use your personal email address) *

Gender **Sexual Orientation** **Ethnicity** Decline to State

Application Form 41-4

2. Application Type Requested

Application Type *

Select Application Type...



3. Choose Document Type

Teaching Credentials

Services Credentials

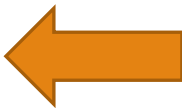
Emergency Permits

Substitute Permits

Child Development Permits

Child Development Permits:

- Assistant
- Associate Teacher
- Teacher
- Master Teacher
- Site Supervisor
- Program Director
- Children's Center Permit
- School-Age Emphasis



* = Available at the request of a California Local Education Agency (LEA) only.

Application Form 41-4

4. Select Authorization/Subject Area(s) (to choose additional subject area, see Section 9 "Comments" box) —

This Section is not applicable to the Document Type selected.

SKIP
Sections 4
& 5

5. Child Development Permit Renewal Self-Verification —

This Section is not applicable to the Application/Document Type selected.

Application Form 41-4

6. Professional Fitness Questions

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding [Profession Fitness Explanation Form](#).

Before Granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING:

You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

Application Form 41-4

7. Child Abuse And Neglect Mandated Reporting

As a document holder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a document holder, I will fulfill all the duties required of a mandated reporter.

I Agree

Application Form 41-4

8. Employing Agency Information

This Section is not applicable to the Document Type selected.

SKIP
Section 8

9. Oath and Affidavit

Applications submitted that are incomplete, without a signature, or without the appropriate fee included will not be processed and will be returned.

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date *



City (Where you sign the form) *

County *

State *

Next Steps

Do not mail to CTC. Compile all required documents and meet with a permit advisor.

Other Documents – Live Scan

Live Scan Form 41-LS



STATE OF CALIFORNIA
CTC Form 41-LS
(Rev. 03/2022)

Print Form

Reset Form

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A0281

ORI (Code assigned by DOJ)

TEACHER CRED 44340 EC

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

LICENSE/CERTIFICATION/PERMIT

Authorized Applicant Type

Contributing Agency Information:

CASM TEACHER CREDENTIALING

Agency Authorized to Receive Criminal Record Information

1900 Capitol Avenue

Street Address or P.O. Box

Sacramento

City

CA

State

95811-4213

ZIP Code

03294

Mail Code (five-digit code assigned by DOJ)

Contact Name (mandatory for all school submissions)

Contact Telephone Number

Applicant Information:

*Last Name

Other Name: (AKA or Alias)

*Last Name

*Date of Birth

*Height

*Weight

Sex Male Female

*Eye Color

*Hair Color

*Place of Birth (State or Country)

*Social Security Number

*Home

Address Street Address or P.O. Box

*First Name

Middle Initial

Suffix

*First Name

Suffix

*Driver's License

Number Billing

Number

(Agency Billing Number)

Misc.

Number

(Other Identification Number)

City

State

ZIP Code

I have received and read the included Privacy Notice, Privacy Act Statement, and Applicant's Privacy Rights.

*Applicant Signature

*Date

Your Number:

*OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI.)

Expedite Your Application!

- Complete Application Form & CDTC paperwork – print everything out
 - Application Form 41-4
 - CDTC Application Fee Waiver
 - CDTC Fingerprint Fee Reimbursement (\$49) – must include original receipt
- Gather all other required materials
 - Check/Money Order for Permit Fees (as needed)
 - Live Scan Fingerprints
 - Official Transcripts verifying coursework (mailed to you) – do not open!
 - Letters verifying experience (as needed)
- Meet with a permit advisor (see next slide) to obtain a VOC (Verification of Completion)
- Submit all materials to the Credential Analyst
 - The Credential Analyst will work with the CDTC to approve the application fee waiver (if funding is still available) and will then submit all materials to the CTC on your behalf.

Permit Issuance

- CTC no longer prints the permit documents
- Your email is required on the 41-4. The CTC will email you prior to posting your permit on their website.
- Follow the status of the permit at CTC from their web site at <https://www.ctc.ca.gov/>.
 - Select “Credential Information,” and on the second page select “Educator Login” and follow the prompts.

Online Renewal

- Child Development Permits can be renewed online on the CTC website at <https://www.ctc.ca.gov/>
- CDTC can reimburse renewal fee

Sacramento State Contacts

Name	Affiliation	Email
Dr. Amber Gonzalez	CHAD Faculty	amber.gonzalez@csus.edu
Dr. Patrick Pieng	CHAD Faculty	patrick.pieng@csus.edu
Sherry Velte	Director, Associate Students Inc. Children's Center	velte@csus.edu
Elizabeth Christian	Credential Analyst, College of Education	echristian@csus.edu