Child Development Permit

Applying for the Child Development Permit

California offers six levels of Child Development Permits, each with its own set of issuance requirements and each authorizing the holder to perform different levels of service in child development programs. The permits are issued by the California Commission on Teacher Credentialing (CTC), which is the same agency that issues Teaching Credentials for Public School Teaching. Permits are required if you work for a school that is funded by the Department of Education or Head Start although it is useful to have for title 22 programs as well.

Sacramento State is approved by the Commission on Teacher Credentialing to fast-track permit processing. Students and alumni who apply for permits through our Child and Adolescent Development program receive their permits in about 6-8 weeks compared to the typical 4-6 months for standard processing.

Step-by-Step Instructions

Step 1: Contact any of the Child Development Faculty Advisors

If you are interested in learning more about the CHDV permit or want to apply for the CHDV permit, please email one of the faculty advisors.

Ana Garcia-Nevarez – garciaa@csus.edu
Amber Gonzalez - amber.gonzalez@csus.edu
Patrick Pieng - patrick.pieng@csus.edu

Step 2: Obtain Official Transcripts from all colleges you have attended

The CTC accepts only official transcripts. The Commission will accept electronic versions of official transcripts (e-transcripts) when verification is provided that the transcripts were submitted directly from the college or university to the county office or credential program sponsor. Such verification is usually provided on the e-transcript coversheet or each page of the transcript. The Commission will not accept e-transcripts that were sent directly to an individual educator. Most colleges have online ordering. Search "Transcripts" on your college's webpage or contact their Records office. To order CSUS transcripts, click here.

Step 3: Determine the CHDV Permit level you qualify for

- See the Child Development Permit Matrix (external link)

There are two pathways to qualify for a Permit. Choose the best match for you:

- Option 1 for candidates without previous degrees
- Option 2 Alternative Qualifications for candidates who have an AA/AS, BA/BS, MA/MS or Higher degree

Step 4: Optional - Child Development Training Consortium (CDTC)

The processing fees for some permit levels can be paid for by the Child Development Training Consortium (CDTC) when funding is available (see below for details). Check with a faculty member on availability of this funding. If funding is not available you may still apply for your permit using the process shown below for the higher permits. CDTC pays for:

> ➢ Waives the Permit Application Fee
> ➢ Reimburses for fingerprinting

1. Applications for Assistant, Associate Teacher, Teacher and Master Teacher will be accepted when funding is received;
2. Upgrades to all levels unless applicant holds a Site Supervisor permit*;
3. All CDTC documents can have electronic signatures (permit and live scan request forms);
4. A copy of the completed live scan form LS41 with Section 6 (bottom portion) completed and the original payment receipt for reimbursement;
5. Renewals for Teacher and Master Teacher can be done via email because there are no original documents requirements (transcripts);
6. If an authorized agency has received e-transcripts, the applicant can send them with the application.

Site Supervisor to Program Director upgrades will not initially be funded, but may become available later in the fiscal year.

Save original receipts for reimbursements and payments.

Renewals

- Visit the [Commission on Teacher Credentialing for Online Permit Renewal](external link). Save the receipt for CDTC reimbursement. $55 of $57 is reimbursed.

- Assistant and Associate Teacher Permits **cannot** be renewed. You must upgrade to a higher level by the expiration date.

Step 5: Complete the Permit Application and Request for Livescan

COMPLETING YOUR APPLICATION. This application form may be used to apply for or renew any credential, certificate, or permit type with the exception of variable term waivers. A separate application form and fee is required for each credential for which you apply. You must use the current version of application Form 41-4.

Type or print all information requested on the application form. Applications not completely and accurately filled in and accompanied by all required supporting materials will be returned to the applicant. It is best to fill out the application form before printing it rather than filling it out by hand to assure it is fully legible. It is advisable to print an extra copy to keep with your records until your credential is issued. You must not submit an application to the Commission with handwritten changes to any information required to process your application. *Applications received with blotted out, crossed out, or whited out changes will be returned* and a new Form 41-4 complete and free from errors will be required.

- 41-4 Application for Child Development Permit (external link)

  Sacramento State Faculty can fast-track the process but candidates must pay their own fees if not being upgraded from a lower level permit.

- If you have not already been fingerprinted for the Commission on Teacher Credentialing (CTC), complete the 41-LS Request for Live Scan Service (external link) take it to a live scan location (external link) and save the original receipt.

- If you have already been fingerprinted for a previous permit or credential, a copy of the permit or credential can be submitted as verification of fingerprints. They do not need to be redone.

- Fingerprints are not universal. If you have had fingerprints done for an agency other than CTC, they do not transfer and must be done again.

- Permit Processing fees: Checks/money orders/cashier's checks should be made payable to the Commission on Teacher Credentialing or CTC. The Commission does not accept cash as a form of payment. The application packet should include:

  1. a completed application (Form 41-4),
  2. official transcripts,
  3. a Live Scan receipt (Form 41-LS) and
  4. all applicable fees.

- Initial or Renewal/Reissuance (Form 41-4 or Online Application for ASCC) $100.00

- Upgrade Child Development Permit (see Credential Leaflet CL-797)**............................ $50.00
  ** The one-half fee for upgrade is only applicable within first 3 years of the initial issuance of a child development permit.

Step 6: Virtually Meet with a CHDV Faculty Advisor

Once all of your required forms are completed contact one of the Child Development Faculty Advisors For Fast-Tracked Permit Processing and Letter of Verification to use while waiting for your actual permit is being finalized by the Commission on Teacher Credentialing. Applications can be processed by mail and email.

Step 7: Mail your Application

Mail your signed application to:

Elizabeth Christian, Credential Analyst
CSUS College of Education, EUR 414
6000 J Street
Sacramento, CA 95819-6079

Step 8: Check the Status of your Permit

The Commission on Teacher Credentialing (Commission) will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer print and mail these documents; they will be available online to colleges, universities, employers and the document holder within 48 hours of issuance. At that time, a document may be printed from the Commission's website. To check on your permit status, click on the link below and create a (free) educator profile with a login.

[Check on your own Permit Status](#) (external link)

[Search for any one's lists of permits and credentials](#) (external link)

Additional Resources

[Fingerprint Clearance Information](#) (external link)

[Fees for Child Development Permit](#) (external link)

[Child Development Permit-Worksheet](#) (external link)

[Professional Growth Questions](#) (external link)

[General Questions](#) (external link)