

February 2010

Project Overview

The Child Development Stipend for Permit Project is funded by the California Department of Education, Child Development Division with federal Child Care and Development Quality Improvement funds. The Child Development Training Consortium (CDTC) is implementing the project throughout California. The policies and procedures detailed in this application are effective through July 31, 2010.

The goal of this project is to support the professional development of early care and education staff by paying the permit application and fingerprint (Live Scan) processing fees required to obtain a Child Development Permit from the Commission on Teacher Credentialing (Commission).

This project will pay the application and fingerprint processing fees (if applicable) for the following Child Development Permit levels including permits with a School-Age Emphasis: **Assistant** (first-time & renewal), **Associate Teacher** (first-time, renewal & upgrade), and **Teacher** (first-time, renewal & upgrade), and **Upgrades** from one of the three lower level permits to Master Teacher, Site Supervisor or Program Director. Please note, funding is limited. At such time it is determined that the total permit stipend budget will be expended; permits will be processed according to the following priorities on a first-come, first-serve basis:

1. **Initial (first-time) permits starting with the lowest level permit**
2. **Permit renewals starting with the lowest level permit**
3. **Permit upgrades starting with the lowest level eligible permit**

IMPORTANT: Effective September 1, 2008, 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 web site.

Eligibility Screening

Answer the following question to see if you are eligible to obtain your permit through this project.

Do you work in early care and education or live in the state of California? ☐ Yes ☐ No

If you answered **yes**, continue to page 2.

If you answered **no**, you are not eligible for assistance through the Child Development Training Consortium.

Return completed application, along with the required documents to:

Child Development Training Consortium
1620 N Carpenter Road, Suite C-16
Modesto, CA 95351

For assistance e-mail: lovettc@yosemite.edu or mccourta@yosemite.edu
or call: (209) 572-6080

Para asistencia en español coreo electrónico gomezo@yosemite.edu
o llame (209) 572-6081

Web site: www.childdevelopment.org

Instructions and Policies

1. In order to process your Child Development Permit application successfully, please assist us by reading and following all directions carefully.
2. **IMPORTANT: Effective September 1, 2008, 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 web site.**
3. For the period February 15, 2010 through July 31, 2010, the CDTC will pay the permit application and fingerprint (Live Scan) processing fees (if applicable) for the following: **Assistant** (first-time & renewal), **Associate Teacher** (first time, renewal & upgrade), and **Teacher** (first-time, renewal & upgrade), and **Upgrades** from one of the three lower level permits to Master Teacher, Site Supervisor and Program Director. **Reimbursement of \$55.00 for the On-line Renewal of the Teacher Permit Only is available.**

Refer to the enclosed Child Development Permit Matrix (English and Spanish) and Child Development Permit Matrix with a School-Age Emphasis to determine the education and experience required for each permit level.

4. If you have already submitted your Child Development Permit application and fees to the Commission on Teacher Credentialing or a County Office of Education, you are **not eligible** to participate in this project at this time.
5. Applications may be submitted at any time through July 2010.
6. All forms must be typed or printed clearly with black ink.
7. An incomplete application will be returned to you unprocessed within 6 weeks.
8. **DO NOT** submit any form of payment with your application.
9. Funding is limited. At such time it is determined that the total CDTC budget will be expended, permit applications will be processed on a first-come, first-served basis with priority given to eligible applicants who are applying for:
 - a. Initial (first-time) permits starting with the lowest level permits
 - b. Permit renewals starting with the lowest level permits
 - c. Permit upgrades starting with the lowest level eligible permits
10. **FOR EXEMPT (UNLICENSED) HOME CARE PROVIDERS ONLY:** refer to the enclosed Child Development Permit Matrix. Under Option #1, you are only eligible to apply for the Assistant Permit. Those seeking other permits must apply using the options listed in the *Alternative Qualifications* column of the matrix.
11. The funding for this project ends July 31, 2010.
12. You must work or live in California.
13. Follow the directions carefully for the type of permit you are applying for:
 - a. If you are applying to the Commission on Teacher Credentialing for the first-time, follow the directions on Insert #2, front and back. Disregard Inserts #3 and #4.
 - b. If you are renewing an Assistant or Associate Teacher permit, follow the directions on Insert #3-a. If you are renewing the Teacher you may renew online, follow the directions on Insert #3-b. Disregard Inserts #2 and #4.
 - c. If you are applying for a higher level permit from one of the three lower levels, follow the directions on Insert #4, the front only. Disregard Inserts #2 and #3.
14. **We recommend that you keep a copy of your completed Child Development Permit application for your records.**

Questions? Need assistance? Contact us by e-mail, phone, or by visiting our Web site

E-mail: lovettc@yosemite.edu or mccourta@yosemite.edu / Phone: (209) 572-6080

Para asistencia en Español por correo electrónico: gomezo@yosemite.edu o llame (209) 572-6081

Web site: www.childdevelopment.org

Directions and Checklist for First-Time Permit Applicants Only

Funding: The Child Development Training Consortium will pay the application and fingerprint processing fees (if applicable) for **Assistant** (first-time and renewal), **Associate Teacher** (first-time, upgrade, and renewal), **Teacher** (first-time, upgrade and renewal), and **Upgrades** from one of the three lower level permits to Master Teacher, Site Supervisor or Program Director.

IMPORTANT: Effective September 1, 2008, 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 web site.

Check off each step as you complete it. You can access the state forms or CDTC's email by clicking on the links.

- _____ 1. **You must obtain the required state forms as a first-time permit applicant from the Commission on Teacher Credentialing (Commission) web site www.ctc.ca.gov .**
 - a. **Form 41-4 Credential Application form (for initial issuance and Subsequent Credentials) "Application for Credential Authorizing Public School Service" and the "Instructions for the Application."**
 - b. **Form 41-LS "Request for Live Scan Service"**

Form 41-4 can be completed online and printed for original signature, or you may print the form and complete it using black ink. You must print three (3) pages of the 41-LS (Request for Live Scan Service) form. If you have difficulty in obtaining the required state forms, please contact the Child Development Training Consortium by e-mail: lovettc@yosemite.edu or call: (209) 572-6080.
- _____ 2. **Complete the Credential Application form (Application for Credential Authorizing Public School Service) Form 41-4:**

Do not use any abbreviations. Complete all sections. If completing online use the pull down menu or print the form and complete in black ink. If you are using the alternative qualification to apply, write the option number that applies beside the permit level you are applying for. Refer to the enclosed Child Development Permit Matrix for alternative qualification descriptions and option numbers. **Include your e-mail address to ensure that you receive e-mail notification from the Commission when your permit is granted. You will be notified 48 hours prior to posting your permit on the Commission web site. Under section 3, "Professional Fitness Questions" if you answer, "YES" to any question, you must refer to the "Instructions for the Application." Additional documentation will need to be submitted.** Fill out the Oath and Affidavit Section completely. An original signature and current date are required.
- _____ 3. **Your Employer Completes the Verification of Experience Form:** Submit originals only. The form must include hours per day and number of days per week worked. An acceptable alternative is a letter from your employer on employer letterhead stating the length of employment, hours worked per day, days worked per week, and the ages of children with whom you have worked. If you are applying for a Site Supervisor Permit, your supervisor must document at least 100 days of experience supervising adults. **If you are applying under alternative qualifications or for an Assistant Permit, verification of experience is not required.**
- _____ 4. **Licensed Family Child Care Experience:** Must be verified by a photo copy of the Family Day Care State License as well as completing **Form CL-878 (in English/Spanish)** Child Development Permit Verification of Family Child Care Experience. Three different parents must complete **Form CL-877 (in English/Spanish)** Child Development Permit Verification of Family Child Care Attendance. If applying for Site Supervisor or Program Director you must include a personal letter documenting your job duties. Example, duties should include supervising a helper, managing your subsidized food program, budgets and any helpful details of how you run your family child care business. **If you are applying under alternative qualifications, or for an Assistant Permit, verification of experience is not required.**
- _____ 5. **Enclose Your Official College Transcripts:** Your county office of education may require sealed transcripts. Submit original transcripts only. Photocopies are acceptable **only** if your application has been file dated and your transcripts are signed by your county's Credentialing Technician. Classes must be posted on your transcript with a grade of "C" or better to count toward the permit education requirements. **NOTE: Only the Commission evaluates transcripts to verify that all course work has been completed.** The Child Development Training Consortium staff **DO NOT** evaluate transcripts.

- _____ 6. **Have your fingerprints submitted to the Commission using Live Scan. DO NOT SUBMIT FINGERPRINTS IF YOU HAVE EVER RECEIVED A CREDENTIAL OR PERMIT FROM THE COMMISSION ON TEACHER CREDENTIALING:** If you do not need to be fingerprinted, skip to question #9. Refer back to question #1 for information on how to obtain this form. ***Fingerprint CARDS are no longer accepted by the CTC.*** The cost of the Live Scan will range from \$51 to \$81. You have to pay this fee at the time your fingerprints are taken.
- a. When making an appointment for your fingerprints to be done using the Live Scan process, you ***MUST*** request a **Live Scan for the Commission on Teacher Credentialing**. There is no facility number for this Live Scan. The agency that you are making an appointment with may ask for an ***O.R.I. number***. That number is located on the ***Request for Live Scan Service-Form 41-LS***. If you need this form return to Step #1.
 - b. Live Scan completed for the Department of Social Services or Community Care Licensing is **not valid** for your **Child Development Permit**.
 - c. **It is recommended that you get a quote for the Live Scan fee you will be charged.** The appropriate Live Scan fee for the Commission on Teacher Credentialing should be \$51 - \$81. If you are quoted more than \$81, you may be scheduled for the ***Wrong Live Scan***.
 - d. To find a Live Scan location near you, contact your local county office of education, police or sheriff's department, or call **Sylvan Identix at 1-800-315-4507**.
 - e. The Child Development Permit Project will reimburse \$51 of the Live Scan cost. Follow the instructions in step 8 below to receive the \$51 reimbursement of your Live Scan processing fee.
- _____ 7. **Enclose the Request for Live Scan Service-Form 41-LS: *This applies to first-time applicants to the Commission on Teacher Credentialing only.*** Submit the 2nd page of the Request for Live Scan Service-Form 41-LS. (NOTE: We cannot accept Live Scan verifications on Department of Social Services Live Scan forms.)
- _____ 8. **Complete the Application for Reimbursement of Live Scan Fingerprint Processing Fee:** You are eligible to receive reimbursement of **\$51** of the processing fee you paid. A copy of the receipt for your Live Scan fingerprint processing fee must be attached. The third copy of the Request for Live Scan Service-Form 41-LS is an acceptable receipt. **Money order receipts and cancelled checks are not accepted. *This form must be submitted with your completed Child Development Permit application.*** If this form is received separate from your Child Development Permit application, it will be returned to you unprocessed.
- _____ 9. **Complete the Child Development Permit Application (located on pages 8 & 9):** The application consists of the following parts:
- The application consists of the following parts:**
- _____ Section A - To be completed by the permit applicant
 - _____ Section B - Employer information to be completed by the permit applicant, if applicable
 - _____ Section C - To be completed by the applicant's college child development advisor
 - _____ Section D - To be completed by the county credentialing agency, usually the County Office of Education
- _____ 10. **Return your completed application, along with the required documents to:**

Child Development Training Consortium
1620 N Carpenter Road, Suite C-16, Modesto, CA 95351
For assistance e-mail: lovettc@yosemite.edu or mccourta@yosemite.edu
or call: (209) 572-6080

Directions and Checklist for Assistant and Associate Teacher Permit Renewal Applicants Only
Assistant and Associate Teacher Level Permits Cannot be Renewed On-line

Funding: The Child Development Training Consortium will pay the application and fingerprint processing fees (if applicable) for **Assistant** (first-time and renewal), **Associate Teacher** (first-time, upgrade, and renewal), **Teacher** (first-time, upgrade and renewal), and **Upgrades** from one of the three lower level permits to Master Teacher, Site Supervisor or Program Director.

IMPORTANT: Effective September 1, 2008, 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 web site.

Check off each step as you complete it. You can access the state forms or CDTC's email by clicking on the links.

- _____ 1. **The first step in renewing your Assistant level permit is to obtain a Professional Growth Advisor.** If you do not have a Professional Growth Advisor go to the CDTC web site www.childdevelopment.org to obtain one.
- _____ 2. **You must obtain the required state form as a renewal permit applicant:**
Form 41-REN Renewal & Reissuance Application (for Renewing Existing Credentials) and the "Instructions for Renewal."
 You may print form 41-REN from the Commission on Teacher Credentialing (Commission) web site www.ctc.ca.gov. If you have difficulty in obtaining the required state form, please contact the Child Development Training Consortium by e-mail: lovettc@yosemite.edu or call: (209) 572-6080.
- _____ 3. **Complete the Renewal & Reissuance Application – Form 41-REN:**
 - a. **Section 1 – Personal Information**
 Complete all sections of the Personal Information. Please do not use abbreviations. This form can be completed on-line and printed for original signature, or you may print the form and complete in black ink.
 - b. **Section 2 – Credential or Permit**
 This section requires the name of the permit you are renewing. Write out the full title of the permit you are renewing.
 - c. **Section 3 – Professional Clear Credential Renewal Self-Verification**
 You must write in the number of hours of professional growth activities you have completed. Write in your Professional Growth Advisor's name and telephone number. **Note: This step is not required if you are renewing an Associate Teacher Permit.**
 - d. **Section 4 – Personal and Professional Fitness**
 Answer questions a through g. Be sure to read each question thoroughly. If you answer "yes" to any question, you must refer to the "Instructions for the Application". Additional documentation will need to be submitted.
 - e. **Oath and Affidavit Section**
 Fill out all areas of this section including the current date. Do not use abbreviations. **It is very important to sign your name in this section.**
- _____ 4. **For Associate Teacher Renewals ONLY, this permit level does not require a Professional Growth Advisor: This permit requires units to renew, not professional growth hours. Enclose your official college transcripts:** Your county office of education may require sealed transcripts. In order to renew the Associate Teacher Permit for an additional five years, you **must** submit original transcripts showing the completion of an additional 15 semester units toward the Child Development Teacher Permit. These classes must have been taken after applying for the Associate Teacher Permit the first time. All course work must be completed with a grade of "C" or better. General Education units must be degree applicable. **Important, you can only renew the Associate Teacher Permit one time.**
- _____ 5. **Enclose a copy of your current Child Development Permit or you can print a copy from the Commission's web site**
www.ctc.ca.gov.
- _____ 6. **Complete the Child Development Permit Application (located on pages 8 & 9):**
The application consists of the following parts:
 - _____ Section A - To be completed by the permit applicant
 - _____ Section B - Employer information to be completed by the permit applicant, if applicable
 - _____ Section C - To be completed by the applicant's college child development advisor
 - _____ Section D - To be completed by the county credentialing agency, usually the County Office of Education
- _____ 7. **Return your completed application, along with the required documents to:**
Child Development Training Consortium
1620 N Carpenter Road, Suite C-16
Modesto, CA 95351. For assistance e-mail: lovettc@yosemite.edu or call: (209) 572-6080

Please note:

1. You do not need to submit fingerprints. You only have to be fingerprinted the first time that you apply to the Commission on Teacher Credentialing (Commission).
2. You do not need to submit your Professional Growth Advisor Eligibility form or the Professional Growth Plan and Record form. Retain for your records in the event that you are audited by the Commission.

Directions and Checklist for the On-line Renewal and Reimbursement of the Teacher, Master Teacher, Site Supervisor and Program Director Level Permits

Funding: The Child Development Training Consortium will pay the application and fingerprint processing fees (if applicable) for **Assistant** (first-time and renewal), **Associate Teacher** (first-time, upgrade, and renewal), **Teacher** (first-time, upgrade and renewal), and **Upgrades** from one of the three lower level permits to Master Teacher, Site Supervisor or Program Director.

IMPORTANT: Effective September 1, 2008, 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 web site.

The fee to renew on-line is \$55.00 plus a \$2.00 service fee for the use of your credit card for a total of \$57.00. You will need to pay the renewal fee with a MasterCard or Visa debit or credit card. The CDTC will reimburse you \$55.00 of the total cost to renew on-line. If you are not eligible to renew your permit on-line CDTC is able to pay for the renewal of your permit, please refer to Insert #3 – a.

Check off each step as you complete it. You can access the state forms or CDTC's email by clicking on the links.

- _____ 1. **Permit Renewal Process:**
- a. Go to the Commission on Teacher Credentialing (Commission) web site www.ctc.ca.gov.
 - b. Select **On-Line Services**
 - c. Select **Educators**
 - d. Select **Renew On-Line**
 - e. Follow the prompts On-Line
- _____ 2. **On-Line Renewal Reimbursement Process:**
- a. Print the **"Confirmation Page"** available after the payment information is entered in the on-line renewal process. This page must be included with the application to be reimbursed. **If you forget to print the "Confirmation Page" you will need to wait until your permit is issued by the Commission. Once you exit the on-line renewal process you're not able to go back and retrieve that information. At this point complete section b and C of this section only.**
 - b. Enclose a copy of your current Child Development Permit or you can print a copy from the Commission's web site at www.ctc.ca.gov.
 - c. Complete the Child Development Permit Application (located on pages 8 & 9):
The application consists of the following parts:
 - _____ Section A - To be completed by the permit applicant
 - _____ Section B - Employer information to be completed by the permit applicant, if applicable
 - _____ Section C - To be completed by the applicant's college child development advisor
 - _____ Section D - To be completed by the county credentialing agency, usually the County Office of Education
- _____ 3. **Return your completed application, along with the required documents to:**
Child Development Training Consortium
1620 N Carpenter Road, Suite C-16
Modesto, CA 95351
For assistance e-mail: lovettc@yosemite.edu or call: (209) 572-6080

Please Note:

- 1. You do not need to complete the 41-Ren – "Renewal & Reissuance Application".
- 2. You do not need to submit fingerprints. You only have to be fingerprinted the first time that you apply to the Commission.
- 3. You do not need to submit your Professional Growth Advisor Eligibility form or your Professional Growth Plan and Record form. Retain for your records in the event that you are audited by the Commission.

Directions and Checklist for Permit Upgrade Applicants Only

Child Development Training Consortium will pay the application and fingerprint processing fees (if applicable) for **Assistant** (first-time and renewal), **Associate Teacher** (first-time, upgrade, and renewal), **Teacher** (first-time, upgrade and renewal), and **Upgrades** from one of the three lower level permits to Master Teacher, Site Supervisor or Program Director.


IMPORTANT: Effective September 1, 2008, 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 web site.

Check off each step as you complete it. You can access the state forms or CDTC's email by clicking on the links.

- _____ 1. **You must obtain the required state form as an upgrade permit applicant from the Commission on Teacher Credentialing (Commission) web site www.ctc.ca.gov.**
Form 41-4 Credential Application form (for initial issuance and Subsequent Credentials) "Application for Credential Authorizing Public School Service" and the "Instructions for Application."
 Form 41-4 can be completed online and printed for original signature, or you may print the form and complete it using black ink. If you have difficulty in obtaining the required state form, please contact the Child Development Training Consortium at e-mail: lovettc@yosemite.edu or call: (209) 572-6080.
- _____ 2. **Complete the Credential Application form "Application for Credential Authorizing Public School Service" Form 41-4:** Do not use any abbreviations. Complete all sections. If completing online use the pull down menu or print the form and complete in black ink. If you are using the alternative qualification to apply, write the option number that applies beside the permit level you are applying for. Refer to the enclosed Child Development Permit Matrix for alternative qualification descriptions and option numbers. **Include your e-mail address to ensure that you receive e-mail notification from the Commission when your permit is granted. You will be notified 48 hours prior to posting your permit on the Commission web site. Under section 3, "Professional Fitness Questions" if you answer, "YES" to any question, you must refer to the "Instructions for the Application." Additional documentation will need to be submitted.** Fill out the Oath and Affidavit Section completely. An original signature and current date are required.
- _____ 3. **Your Employer Completes the Verification of Experience Form:**
 Submit originals only. The form must include hours per day and number of days per week worked. An acceptable alternative is a letter from your employer on employer letterhead stating the length of employment, hours worked per day, days worked per week, and the ages of children with whom you worked. **If you are applying under alternative qualifications, verification of experience is not required.**
- _____ 4. **Licensed family child care experience:** Must be verified by a photo copy of the Family Day Care State License as well as completing **Form CL-878 (in English/Spanish)** Child Development Permit Verification of Family Child Care Experience. Three different parents must complete **Form CL-877 (in English/Spanish)** Child Development Permit Verification of Family Child Care Attendance. If applying for Site Supervisor or Program Director you must include a personal letter documenting your job duties. Example, duties should include supervising a helper, managing your subsidized food program, budgets and helpful details of how you run your family child care business. **If you are applying under alternative qualifications or for an Assistant Permit, verification of experience is not required.**
- _____ 5. **Enclose your official college transcripts:**
 Your county office of education may require sealed transcripts. Submit original transcripts only. Photocopies are acceptable **only** if your application has been file dated and your transcripts are signed by your county's Credentialing Technician. Classes must be posted on your transcript with a grade of "C" or better to count toward the permit education requirements. **NOTE: Only the Commission on Teacher Credentialing (Commission) evaluates transcripts to verify that all course work has been completed.** Child Development Training Consortium staff **DO NOT** evaluate transcripts.
- _____ 6. **Enclose a copy of your current Child Development Permit or you can print a copy from the Commission's web site at www.ctc.ca.gov.**
- _____ 7. **Complete the Child Development Permit Application (located on pages 8 & 9):**
The application consists of the following parts:
 - _____ Section A - To be completed by the permit applicant
 - _____ Section B - Employer information to be completed by the permit applicant, if applicable
 - _____ Section C - To be completed by the applicant's college child development advisor
 - _____ Section D - To be completed by the county credentialing agency, usually the County Office of Education
- _____ 8. **Return completed application, along with the required documents to:**

Child Development Training Consortium
1620 N Carpenter Road, Suite C-16
Modesto, CA 95351

For assistance e-mail: lovettc@yosemite.edu or call: (209) 572-6080

	<h1 style="margin: 0;">Child Development Permit Funding Application</h1>	CDTC Use Only Fees: \$ _____
Section A:	To be completed by you, the applicant. DO NOT USE ABBREVIATIONS	
Section B:	Employer information to be completed by the permit applicant, if applicable.	
Section C:	To be completed by your college child development advisor or qualified agency representative for assessment of eligibility. IMPORTANT: Please contact your college Early Childhood Education department to inquire if they are part of the VOC Project. E-mail: lovettc@yosemite.edu or call: (209) 572-6080 if you have difficulty completing this step.	
Section D:	To be completed by the county credentialing agency (usually the County Office of Education). Take all completed, original application forms and official college transcripts (if applicable) with you. Disregard this section if you work in Los Angeles, Sacramento, San Diego, or San Francisco Counties.	
Section A:	Applicant must complete and sign Section A.	
	Social Security #: _____	Date: _____
Name: _____		
Address: _____		County: _____
City: _____		State: _____ Zip: _____
Home Phone: () _____		Work Phone: () _____
Which permit are you applying for? (Check only one) <input type="checkbox"/> Assistant <input type="checkbox"/> Associate Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Master Teacher <input type="checkbox"/> Site Supervisor <input type="checkbox"/> Program Director		
Are you applying with a School-Age Emphasis? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Which type of permit are you applying for? (Check only one) <input type="checkbox"/> This is my very first Child Development Permit <input type="checkbox"/> I am renewing my current permit <input type="checkbox"/> I am upgrading to a higher level permit <input type="checkbox"/> On-line Renewal		
If upgrading which permit did you previously hold? (Check only one) <input type="checkbox"/> Assistant <input type="checkbox"/> Associate Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Master Teacher <input type="checkbox"/> Site Supervisor		
Current Job Title: _____ Long-Term Career Goal: <input type="checkbox"/> Assistant <input type="checkbox"/> Associate Teacher <input type="checkbox"/> Teacher <input type="checkbox"/> Master Teacher <input type="checkbox"/> Site Supervisor <input type="checkbox"/> Program Director <input type="checkbox"/> Family Child Care <input type="checkbox"/> Own a Center <input type="checkbox"/> Other (specify): _____		
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Languages: What languages (other than English) do you speak fluently? _____ What languages (other than English) do you use in your work? _____	
Race / Ethnicity: <input type="checkbox"/> Black or African-American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian Indian <input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian	<input type="checkbox"/> Cuban <input type="checkbox"/> Mexican, Mexican American, Chicano <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Other: Spanish, Hispanic, Latino <input type="checkbox"/> Guamanian or Chamorro <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Other (specify): _____
Which age groups of children do you work with? (Check all that apply) <input type="checkbox"/> Birth to 23 months <input type="checkbox"/> 2 years to 2 yrs 11 mos <input type="checkbox"/> 3 years to 4 yrs 11 mos <input type="checkbox"/> School age / K-6		
Do you work with children under 5 years who have disabilities or other special needs *? <input type="checkbox"/> Yes <input type="checkbox"/> No * These are children (between birth and 18 years of age) who: 1. Have an IEP (an Individual Education Plan); or 2. Have an IFSP (an Individualized Family Service Plan); or 3. Have behavior, development, or health issues that affect their family's ability to get child care services.		
Do you work at a First 5 Preschool Demonstration site (PoP) that is funded by First 5 California? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what county: _____		
Are you participating in a program such as CARES, Child Development Corps or AB212? <input type="checkbox"/> Yes <input type="checkbox"/> No		
What is the full and complete name (NO ABBREVIATIONS PLEASE) and location of the college where you completed the majority of the course work required for the Child Development Permit you are applying for now? College name: _____ State: _____		
Are you currently a student? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, which college are you currently attending? _____		
How did you learn that the CARES Permit Project would pay your permit fees? _____		
I verify that all required documents are completed and attached. I understand an incomplete permit application packet will be returned to me unprocessed and will delay receipt of the permit for which I am applying. I understand that information I have provided may be provided to First 5 California and/or their research partners for the purpose of evaluating this project.		
Applicant's Signature _____		Date _____

FOR CONSORTIUM USE ONLY:	Priority #: _____	API #: _____	Live Scan: <input type="checkbox"/> No <input type="checkbox"/> Yes	Rec'd Date: _____	File Date: _____	Fee Paid: \$ _____
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Child Development Permit Application

Section B *Employer Information to be completed by the Permit Applicant, if applicable*

Permit Applicant's Name: _____

Name of Employer or Contracting Agency: _____

Address: _____

City: _____ Zip: _____

Applicant's Job Title: _____ Applicant's Hourly Wage: \$ _____

Program Funding Received (Check all that apply): ☐ CA Dept of Ed, Child Development Division ☐ Head Start

☐ City/Municipal ☐ Parent Fees ☐ Other (Specify): _____

Employer Type (check only one):

☐ Licensed Center ☐ License-Exempt Center ☐ Licensed Family Child Care Home ☐ Exempt (Unlicensed) Home Care

Section C: Skip this part if you are renewing any permit except for the Associate Teacher. To be completed by your college child development advisor or qualified agency representative. Call (209) 341-1669 if you have difficulty completing this step. **IMPORTANT: Please contact your college Early Childhood Education department to inquire if they are part of the VOC Project. The VOC Project allows participating programs to assure the Commission that an applicant has met the requirements for the permit. Participation in the program by a community college or four-year institution is voluntary. All six types of child development permits may be approved.**

I have reviewed the application of the above named individual. I believe that the courses completed fulfill the requirements of the Child Development Permit for which the applicant is applying.

College: _____ Phone: () _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Email: _____

Section D: To be completed by the county credentialing agency (usually the county office of education). Take all completed, original application forms and official college transcripts (if applicable) with you. **Disregard this section if you work in Los Angeles, Sacramento, or San Francisco Counties.**

I have reviewed the application of the above named individual. All required documents are attached and ready for submission to the Commission on Teacher Credentialing. I understand that CDTC staff does not evaluate transcripts to ensure educational requirements have been satisfied.

Agency: _____ Phone: () _____

Print Name: _____ Title: _____

Signature: _____ Date: _____

Email: _____

Return completed application, along with the required documents to:

Child Development Training Consortium

1620 N Carpenter Rd, Suite C16, Modesto, CA 95351

For assistance e-mail: lovettc@yosemite.edu or mccourta@yosemite.edu or call: (209) 572-6080

***Do not include any form of payment with your application.
An incomplete application will be returned to you unprocessed.***

Application for Reimbursement Of Live Scan Fingerprint Processing Fees Revised FY 09-10



Instructions and Policies:

This application form must be completed and mailed with your completed Child Development Permit application to initiate reimbursement of your Live Scan fingerprint processing fees. If this form is received separate from your Child Development Permit application, it will be returned to you unprocessed.

Live Scan reimbursement is only available for fingerprints submitted electronically to the Commission on Teacher Credentialing using the Request for Live Scan Service-Applicant Submission Form 41-LS. An original receipt showing the total fees paid or billed for your Live Scan fingerprint processing must be attached. The third copy of the Request for Live Scan Service-Applicant Submission Form 41-LS is an acceptable receipt. Money order receipts or copies of receipts are not acceptable. Applications for Reimbursement of Live Scan Fingerprint Processing Fees submitted without an acceptable receipt will be returned. Reimbursement is limited to \$51.00 per applicant. Please allow 4-6 weeks for processing. *Applications are processed on a first come, first-serve basis. Funding is limited*

**Live Scan submissions directed to the Department of Social Services
ARE NOT ELIGIBLE for reimbursement.**

Please Type Or Print The Information Requested:

Social Security Number of Permit Applicant:

Name of Permit Applicant: (First) (Last) (MI)

To Whom Should Reimbursement Check be Issued: ☐ Permit Applicant ☐ Employer ☐ Other Agency

Name to Appear on Check:

Mailing Address for Check:

City/State/Zip:

Permit Applicant Home Phone: ()

Permit Applicant Work Phone: ()

I hereby certify that this Application for Reimbursement of Live Scan Fingerprint Processing fees is true and correct and that an acceptable receipt is attached to document the actual costs.

Permit Applicant Signature: _____ **Date:** _____

Note: The check will be issued by the Yosemite Community College District (YCCD)

Check the Child Development Permit for which you are applying?

☐ Assistant

☐ Associate Teacher

☐ Teacher

Staple your Live Scan receipt to this application and submit it with your completed Child Development Permit application.

For assistance e-mail: lovettc@yosemite.edu or call: (209) 572-6080

For Consortium Use Only:

☐ Receipt is attached ☐ Application is complete ☐ Approved for payment Initials: _____

Approved payment amount: \$51.00 ☐ CDTC

Child Development Permit

Verification of Experience

- If experience is a requirement for your permit, please have the experience verified by your current and/or previous employer using this form. You only need to verify experience that is required for the permit level you are applying for. The experience requirements for each permit level are indicated below. Check the permit level you are applying for:

Permit Level	Required Experience
<input type="checkbox"/> Assistant	None
<input type="checkbox"/> Associate Teacher	50 days of 3 + hours per day within 2 years
<input type="checkbox"/> Teacher	175 days of 3 + hours per day within 4 years
<input type="checkbox"/> Master Teacher	350 days of 3 + hours per day within 4 years
<input type="checkbox"/> Site Supervisor	350 days of 3 + hours per day within 4 years including at least 100 days of supervising adults
<input type="checkbox"/> Program Director	Site supervisor status and one program year of site supervisor experience

- If you have served in more than one position for a single employer, have a separate form completed for each position that you held.
- Do not have your employer mail this form directly to the Child Development Training Consortium or the Commission on Teacher Credentialing. It must be submitted with your completed Child Development Permit application.

This is to verify/certify that:	_____
	(Name of applicant)
has served satisfactorily from:	_____
	(Month and Year)
to:	_____
	(Month and Year)
in the position of:	_____
	(Job Title)
with the following age group(s):	_____
in the following capacity:	<input type="checkbox"/> Full-time # Hours/Day _____, # Days/Week _____ <input type="checkbox"/> Part-time # Hours/Day _____, # Days/Week _____ <input type="checkbox"/> Day-to-Day Substitute Total days worked _____
Documentation of supervising experience for the Site Supervisor Permit: (minimum 100 days)	Days From: _____ To: _____ Responsibilities: _____ _____
Employer:	School/Agency: _____ _____ Address: _____ City: _____ Zip: _____ Phone: _____
Verified by:	Signature: _____ Name (please print): _____ Title: _____ Date: _____ Phone: _____

og/ Verification Of Experience 9- 09.doc



CHILD DEVELOPMENT PERMIT VERIFICATION OF FAMILY CHILD CARE EXPERIENCE

This form should be completed by individuals that operate a family home child care facility to verify family child care experience. The experience must be obtained while holding a Small or Large Family Child Care Home License issued by the California Department of Social Services.

► Do not mail this form directly to the Commission. It must be submitted with a child development permit application packet.

Check One:

Permit Level

Required Experience

- ☐ AssistantNone Required
- ☐ Associate Teacher.....50 days of 3+ hours/day within 2 years
- ☐ Teacher.....175 days of 3+ hours/day within 4 years
- ☐ Master Teacher.....350 days of 3+ hours/day within 4 years
- ☐ Site Supervisor.....350 days of 3+ hours/day within 4 years
(including at least 100 days of supervising)
- ☐ Program Director.....Site Supervisor status and one program year of site supervisor experience

Applicant's Full Legal Name _____
First Middle Last

Last four digits of your Social Security Number _____

I _____ have served as a small /large family child care provider
Name of Applicant Circle One

from _____ to _____
Month/Year Month/Year

Name of Family Child Care Facility _____

Mailing Address _____
Street
City State ZIP

- ☐ Attached is a copy of the Small/Large Family Child Care Home License issued by the California Department of Social Services *Note: Site Supervisor and Program Director applicants must hold a **Large** Family Child Care Home License issued by the California Department of Social Services*
- ☐ Site Supervisor Applicants:
I certify that I have a minimum of 100 days of experience supervising adults.
- ☐ Program Director Applicants:
I certify that I have held a Large Family Child Care Home License for a minimum of one year.

I certify under penalty of perjury that all the foregoing statements are true and correct.

Signature of Applicant

Date



Child Development Training Consortium
1620 North Carpenter Road, Suite C-16
Modesto, CA 95351

Telephone:
(209) 572-6081
E-mail: gomezo@yosemite.edu
Web site: www.childdevelopment.org

PERMISO DE DESARROLLO DEL NIÑO VERIFICACION DE EXPERIENCIA PARA EL CUIDADO DE NIÑOS EN EL HOGAR

Esta forma debe ser completada por individuales que administran un negocio para el cuidado de niños en el hogar para verificar la experiencia para el cuidado de niños en el hogar. La experiencia tiene que ser obtenida mientras mantienen una Licencia Para el Cuidado de Niños en el Hogar Chico o Grande entregado por el Departamento de Servicios Sociales de California.

*No envíen esta forma directamente a la Commission on Teacher Credentialing. Esta forma tiene que ser incluida con la aplicación para el Permiso de Desarrollo del Niño.

Marquen Uno:

Nivel del Permiso

- | <u>Nivel del Permiso</u> | <u>Experiencia Requerida</u> |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Asistente..... | Ninguna requerida |
| <input type="checkbox"/> Maestro Asociado..... | 50 días de 3+ horas/día dentro de 2 años |
| <input type="checkbox"/> Maestro..... | 175 días de 3+ horas/día dentro de 4 años |
| <input type="checkbox"/> Maestro Principal..... | 350 días de 3+ horas/día dentro de 4 años |
| <input type="checkbox"/> Supervisor de Centro..... | 350 días de 3+ horas/día dentro de 4 años
(Incluyendo siquiera 100 días supervisando un adulto) |
| <input type="checkbox"/> Director de Programa..... | Tiene que haber tenido la posición de supervisor de centro y un año
del programa de experiencia de supervisor del centro |

Nombre Legal Completo del Solicitante _____
Primer Inicial Apellido

Los últimos cuatro Números de su Seguro Social _____

Yo _____ e servido como un proveedor para el cuidado del niño en el hogar chico/grande
Nombre del Solicitante Circule uno

De _____ a _____
mes/año mes/año

Nombre del Negocio Para el Cuidado de Niños en el Hogar _____

Domicilio _____
Calle

Ciudad Estado Código Postal

- ☐ Incluya una copia de la Licencia Para el Cuidado de Niños en el Hogar Chico/Grande entregado por el Departamento de Servicios Sociales de California.

Yo verifico bajo la pena de perjurio que todas las declaraciones precedentes son verdaderas y correctas.

Firma del Solicitante

Fecha



State Of California
Commission On Teacher Credentialing
Certification, Assignment and Waivers Division
Box 944270
Sacramento, CA 94244-2700

Telephone:
(916) 445-7254 or (888) 921-2682
E-mail: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

CHILD DEVELOPMENT PERMIT VERIFICATION OF FAMILY CHILD CARE ATTENDANCE

This form should be completed by parents/guardians to verify attendance of their child or children in a family child care program.

- Do not have the parent/guardian mail this form directly to the Commission. It must be submitted with a child development permit application packet.

This is to certify that: _____ has provided an early care
Name of Family Child Care Provider
and education program to my child or children.

I have/had _____ children in the provider's early care and education program.
Number

The child or children attended the provider's early care and education program:

From: _____
Begin Date

To: _____
End/Present Date

Name of Parent/Guardian

Name of Parent/Guardian

Signature of Parent/Guardian

Signature of Parent/Guardian



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1620 North Carpenter Road, Suite C-16
Modesto, CA 95351

Telephone:
(209) 572-6081
E-mail: gomezo@yosemite.edu
Web site: www.childdevelopment.org

PERMISO DE DESARROLLO DEL NIÑO VERIFICACION DE LA ASISTENCIA PARA EL CUIDADO DE LOS NIÑOS EN EL HOGAR

Esta forma debe ser completa por el padre/guardián para verificar asistencia de su hijo/s en un programa para el cuidado de niño/s en el hogar.

- No permita que el padre/guardián envíe esta forma directamente a la Commission on Teacher Credentialing. Tiene que incluir esta forma con la aplicación para el Permiso de Desarrollo del Niño.

Esto es para verificar que: _____ provee un programa para el cuidado
Nobre de la Proveedora/or
temprano y educacional para mi niño/s.

Tengo/tuve _____ niño/s en el programa del cuidado temprano y educacional del proveedor:
Numero

El niño/s asistió el programa del cuidado temprano y educacional del proveedor:

De: _____
Fecha que comenzó

A: _____
Fecha que paro /Fecha al presente

Nombre del Padre/Guardián

Nombre del Padre/Guardián

Firma del Padre/Guardián

Firma del Padre/Guardián

Master Teacher Specialization Designation

Name: _____

If you are applying for the Child Development Master Teacher Permit under Option 1, please complete the necessary information below.

State the name of your Master Teacher Specialization:

List the course number and title for each class you are using to meet the specialization requirement. Six semester units of specialization are needed.

	Course #:	Course Title:	# of Units:
1.			
2.			
3.			
4.			
5.			
6.			
Total # of Units			

Examples of Specializations:

Infant/Toddler
Health and Safety
Teacher/Family Relationships
Children with Special Needs
School-Age Child Care
Bilingual/Bicultural
Preschool Programming
Montessori Education
Music
Family Child Care
High Scope

Note: Administration and core areas are not acceptable specializations