State of California
Commission on Teacher Credentialing
Certification Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: credentials@ctc.ca.gov
Website: www.ctc.ca.gov

CHILD DEVELOPMENT PERMIT APPLICATION CHECKLIST

Place the Required Items in the Following Order:

Cashier's Check/Money Order

- Full application fee (currently $100.00)
- Half-fee (currently $50.00) allowed when upgrading a permit within 3 years of its initial issuance

NOTE: When a permit holder completes all of the requirements for a higher level child development permit within three years of the date of initial issuance, he/she may submit an application for the higher-level permit and pay only half the current application fee.

Completed Application Form (41-4)

- Personal Information
- Type of Permit
- All Personal and Professional Fitness Questions must be answered. All yes answers require a full explanation on a separate sheet of paper.
- All sections of Oath and Affidavit must be completed

Request for Live Scan Service (41-LS) for first-time applicants – Photocopy is acceptable

Transcripts

- Official transcripts attached

Miscellaneous Information

- Form CL-877 (*Verification of Family Child Care Attendance*)
- Form CL-878 (*Verification of Family Child Care Experience*)
- Photocopies of family child care licenses, etc.