

CHILD DEVELOPMENT PERMIT OVERVIEW

JAMES GOODRICH, M.A.
PROFESSIONAL GROWTH ADVISOR

TODAY WE WILL…

1. Discuss what kind of programs require a **Child Development Permit**

2. Review the **Permit Matrix**

3. Review the **options** available for qualifying for a permit

4. Discuss **Professional Growth Hours** and requirements for permit renewal

5. Discuss **grants and stipends** available for financial assistance for paying fees related to your permit

General Permit Information

The Child Development Permits are issued through the **California Commission on Teacher Credentialing (CCTC).**

Permits are valid for **5 years** from the date they are issued

*Most of the permits **require** **105 hours of professional growth** in order to get your permit renewed.

**number of hours may increase*







Why have a permit?

- Allows you to be employed as a Child Development Teacher or Supervisor/Director within a state funded (Title 5) or federally funded child development program.
    - **Head Start** Programs
    - **School District Child Development Programs** receiving Title 5 Funds/CDE Grants
    - **Public or Private Preschools** with CDE Grants
    - Positions requiring a Permit typically have **higher salaries** within the industry
    - Having a permit can make you more **marketable** to more programs

What kind of Permits are Offered?



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

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewa
Assistant (Optional)	*Option 1:* Early Childhood E ion (ECE) or Child Deve nt (CD)	Ne	*Option 2:* Accredited H Q program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professiona growth*****
Associate Teacher	*Option 1:* 1 s ECE/CD including co rses**	days of 3+ hours per ay within 2 years	*Option 2:* Child Deve t Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	*Option 1:* 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 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 an Associate Teacher, Assistant and an aide.	105 hours of professiona growth*****
Master Teacher	*Option 1:* 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 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 a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professiona growth*****
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	350 days of 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 a coordinator of curriculum and staff development.	105 hours of professiona growth*****
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	One 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 professiona growth*****

Option 1

Option 2

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

***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. Call (209) 572-6080 for assistance in locating an advisor. 7/10

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080.

Option One Qualifications:

Will require units and experience together

All **Option One** Education qualifications above the Assistant Permit MUST have completed or include these 12 CORE units within your course work:

- Child Growth & Development
- Child/Family & Community
- Programs/Curriculum

Must complete a minimum of 3 semester units in each core area

Will require two, 3 unit classes to complete the required 12 units total

All **Option One** qualification above the Assistant Permit MUST also have a specific amount of experience, (days/hours) depending on permit level

Associate Teacher Permit = 50 Days 3 + hours per day within 2 years

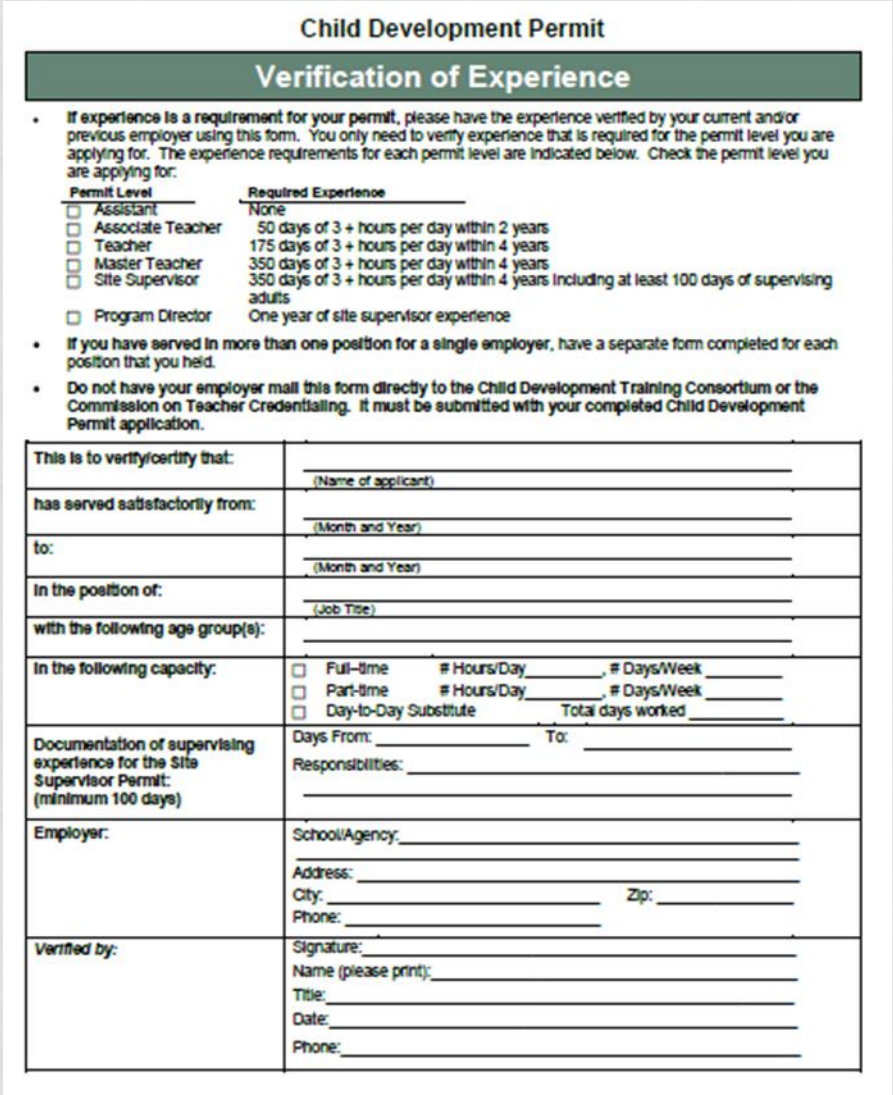
Teacher Permit = 175 Days 3+ hours per day within 4 years

Master Teacher Permit = 350 Days 3+ hours per day within 4 years

Site Supervisor Permit = 350 Days 3+ hours per day within 4 years and at least 100 days supervising adults

Director Permit = 1 Year as a site supervisor

If you want to qualify under **Option One**, you will have to verify your experience with this form



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
☐ Assistant	None
☐ Associate Teacher	50 days of 3 + hours per day within 2 years
☐ Teacher	175 days of 3 + hours per day within 4 years
☐ Master Teacher	350 days of 3 + hours per day within 4 years
☐ Site Supervisor	350 days of 3 + hours per day within 4 years including at least 100 days of supervising adults
☐ Program Director	One 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:	☐ Full-time # Hours/Day_____, # Days/Week _____ ☐ Part-time # Hours/Day_____, # Days/Week _____ ☐ 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: _____

Alternative Qualifications

Depending on permit type, will require an AA Degree or higher

*** Industry is moving towards BA degree**

Alternative Qualifications are another way to qualify for a permit **without** having to meet the days/hours "Experience Requirement" from Option One

All permits ABOVE Associate Teacher can require a Degree*

*See Matrix for specific degree information

All permits can require that you successfully completed a supervised field experience; This would be CHDV 2200 or a practicum course (interning in the classroom)

(Observation courses cannot be used to satisfy the supervised field experience)

How long is my Permit valid?

- **All permits** are valid for **5 years**
- You MUST complete 105 hours of Professional Growth within the 5 years your permit is valid
    - **Professional Growth** Hours can come from a variety of locations
        - College classes that contribute to your growth as a teacher or supervisor
        - Workshops and in-service trainings
        - CPR/First Aid Certification
        - Being a professional Growth Advisor for other permit holders (if qualified)
        - There are many other ways to fulfill these hours which are listed on the **Professional Growth Manual** found on the ABACC website :

http://www.calstatela.edu/sites/default/files/groups/Anna%20Bing%20Arnold%20Children%27s%20Center/Docs/pg_manual_childdev.pdf

What is a Professional Growth Advisor?

This advisor is there to assist you in setting your professional growth goals and verifies you have met the 105 hours required to renew your permit.

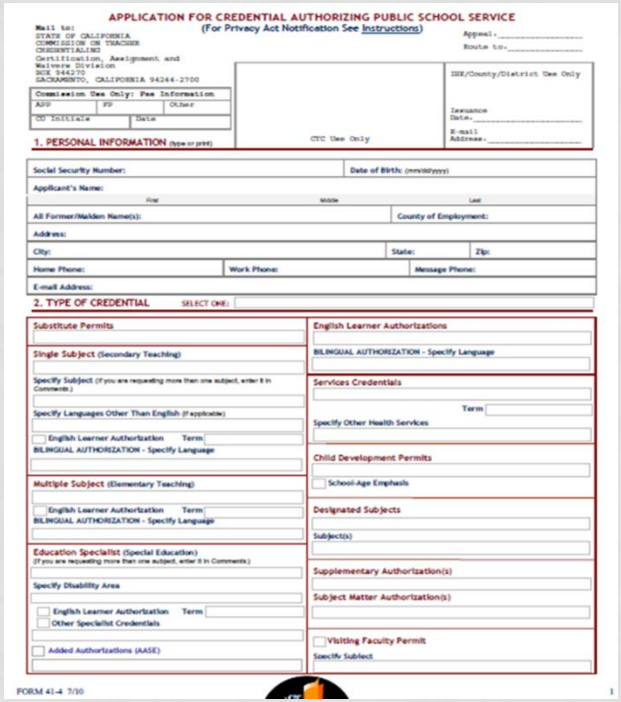
Can anyone be my advisor?
No. Refer to the Professional Growth Manual for criteria your advisor must meet regarding education and experience.

Is there paperwork that needs to be signed by my advisor?
Yes. The paperwork (Log and Goal Sheet) can be found in the Professional Growth Manual

Where can I find an advisor?
https://www.childdevelopment.org/cs/cdtc/search/advisor

The 41-4 Credential Application

Where can I find the application for the Child Development Permits? www.ctc.ca.gov **or** the Anna Bing Arnold Website under *CSULA Student Opportunities*



APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification See Instructions)

Mail to:
STATE OF CALIFORNIA
COMMISSION ON TEACHER
CREDENTIALING
Certification, Assignment and
Waivers Division
BOX 944270
SACRAMENTO, CALIFORNIA 94244-2700

Appeal:
Route to:

Commission Use Only: Fee Information
APP | PP | Other
CO Initials | Date

CTC Use Only

IHE/County/District Use Only
Issuance Date:
E-mail Address:

1. PERSONAL INFORMATION (type or print)

Social Security Number: | Date of Birth: (mm/dd/yyyy)
Applicant's Name: First | Middle | Last
All Former/Maiden Name(s): | County of Employment:
Address:
City: | State: | Zip:
Home Phone: | Work Phone: | Message Phone:
E-mail Address:

2. TYPE OF CREDENTIAL SELECT ONE:

Substitute Permits

Single Subject (Secondary Teaching)
Specify Subject (If you are requesting more than one subject, enter it in Comments.)
Specify Languages Other Than English (If applicable)
English Learner Authorization Term:
BILINGUAL AUTHORIZATION - Specify Language

Multiple Subject (Elementary Teaching)
English Learner Authorization Term:
BILINGUAL AUTHORIZATION - Specify Language

Education Specialist (Special Education)
(If you are requesting more than one subject, enter it in Comments.)
Specify Disability Area
English Learner Authorization Term:
Other Specialist Credentials
Added Authorizations (AASE)

English Learner Authorizations
BILINGUAL AUTHORIZATION - Specify Language

Services Credentials
Term:
Specify Other Health Services

Child Development Permits
School-Age Emphasis

Designated Subjects
Subject(s)

Supplementary Authorization(s)
Subject Matter Authorization(s)

Visiting Faculty Permit
Specify Subject

FORM 41-4 7/10 1

What else do I need in order to receive a permit?

1. **Official Transcripts** (Sealed) with proof of your units or your degree posted on the transcript

2. A copy of your **Live Scan** receipt that proves you completed the fingerprint scan.
    1. If you have an active Certificate of Clearance through the CCTC, you will not need a second Live Scan
    2. If you need a Live Scan, make sure you bring the correct Live Scan application to the Live Scan agency, with the CCTC information listed on the application form

3. A **check** for the processing fee: $100.00 for initial permit and/or renewal and $50.00 for upgrade

Are there grants and stipends available that can assist with the fees for your Live Scan and Permit Application.

Yes,

Information can be found online at:
http://www.childdevelopment.org
*requires a additional application



How long does it take to get my Permit?

- Can take 2-6 months depending on how busy the CTC is
- You can check the status online at the CTC website
- Permit Certificates will not be mailed, you can print out your permit information online once it is granted

How do I renew my Permit?

- Permits can be renewed online at the CTC website
- Permit upgrades will require a new application with updated paperwork

What permit will I be qualified for when I graduate with my B.A. in Child Development?

Once your Child Development Degree has been posted, you will be qualified to apply for a:*

"Master Teacher" or "Site Supervisor" Permit

*** Successful completion of CHDV 2200 is required**



Email: jgoodrich@calstatela.edu