CHILD DEVELOPMENT PERMIT

PROFESSIONAL GROWTH MANUAL



Commission on Teacher Credentialing

Ensuring Teacher Quality

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Commission on Teacher Credentialing

1900 Capitol Avenue
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www.ctc.ca.gov



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GLOSSARY OF TERMS

Key Terms That Appear Throughout This Manual

Credential or Permit Holder refers to a person who holds a teaching credential or permit which requires professional growth activities for renewal.

Employing Agency refers to a school district, school, or center whose employees are required to hold valid child development permits.

Child Development Permit refers to any level of child development permit issued after February 1, 1997. Holders of these permits, with the exception of the Associate Teacher Child Development Permit, must complete 105 clock- hours of professional growth activities during each five-year cycle of the permit.

Professional Growth refers to participation in activities that contribute to a permit holder's competence, performance, or effectiveness in the profession of education.

Professional Growth Advisor for Child Development Permits refers to an individual who meets the requirements outlined on pages 5-6 who advises permit holders regarding their professional growth and development.

Professional Growth Goals refers to the broad description of a professional goal that various activities will support. A goal could be to learn more about working successfully with a diverse student/family population. Activities to support that goal could include workshops in multicultural education, courses in language acquisition, or a planned observation of a classroom in which the teacher is recognized for excellence in working with a diverse population.

Professional Growth Plan refers to the specific form that must be completed to verify completion of professional growth activities. You will find this form on pages 24-28.

Renewal Cycle refers to the five-year period commencing with the date that appears on a permit; for the initial issuance or late renewals, the renewal cycle continues through the end of the same month, five years later.

INTRODUCTION

Since its inception in 1970, the Commission on Teacher Credentialing has supported and encouraged the professional development of all educators. An educator's growth is valued as a mark of professional stature and as a source and a stimulant of student growth and achievement. The Commission believes that "learning students" are most likely to be found in the presence of "learning teachers" and other educators.

The Commission strongly believes that an individual educator's professional growth should be guided by goals and priorities that relate to enhanced competence, performance, and effectiveness in the education of students and that it should be planned as cohesive sequences of activities. The Commission also believes that professional educators benefit from a collegial process of consultation regarding their professional goals, priorities, and needs. Such collegial consultation should be available for educators when they conceive and develop their professional growth plans. Individual educators should consult with professional colleagues or advisors regarding their growth goals, priorities, and plans throughout the professional growth process.

The California Professional Growth Manual for Child Development Permits relates only to child development permits issued after February 1, 1997. All levels but the Associate Teacher Permit level will require 105 clock-hours of professional growth for each five-year renewal cycle. Holders of the Associate Teacher Child Development Permit will be required to complete 15 semester units toward full completion of the Teacher level of the permit during the five-year validity period of the permit. During the second five-year permit period, the holder will be expected to complete the requirements for the Teacher level permit. There is no option for a third issuance of the Associate Teacher Child Development Permit. This mandatory upgrade within ten years replaces the professional growth requirement for this permit. All other permit levels will be subject to professional growth requirements.

If your permit's renewal requirements state that you must complete professional growth activities, this manual pertains to you.

PERMIT HOLDER'S RESPONSIBILITIES AND RIGHTS

The purpose of this section of the manual is to explain your responsibilities and rights in completing the professional growth requirements.

1. **Professional Growth Goals**
   You have a responsibility to formulate one or more professional growth goals, to write those goals on the Professional Growth Plan and Record form, and to discuss those goals with your professional growth advisor before beginning professional growth activities.

   You have a responsibility to formulate goals that are based on an assessment of your professional growth needs. You must be prepared to discuss the basis for the goals with your advisor, but you have the right to determine your own professional growth goals.

2. **Professional Growth Advisor**
   You may choose your own professional growth advisor. (See pages 5-6 of this manual.)

3. **Professional Growth Activities**
   You have a responsibility to discuss potential activities with your professional growth advisor, and to select activities that are likely to contribute to your competence, performance, or effectiveness in the profession of education.

   You have the right to select your professional growth activities, but should not begin the activities until your advisor has determined that they comply with the professional growth standards.

4. **Amendments to the Plan**
   You have the right to change any element of your professional growth plan at any time. However, you should not begin to pursue the amended goals or activities until your advisor has determined that they comply with the standards. No advisor or other person has the right to compel you to change a plan that has previously been determined to comply with the standards.

5. **Record of Hours Spent**
   You have a responsibility to record accurately the actual number of clock-hours that have been spent on completed activities. If you willfully sign and submit inaccurate records which you know to be false, you are subject to the penalties for perjury and unprofessional conduct. Time that may be counted includes those minutes/hours actually spent participating in the activity.

6. **Verification of Time Spent**
   After completing activities, it is your responsibility to give your advisor reasonable verification of time spent, if your advisor requests it. Reasonable verification could include (but need not be limited to) college transcripts, materials distributed at workshops, or staff development programs, records of conference attendance, or other tangible evidence of time spent. (Please see page 29 for the *Verification of Hours Spent on a Professional Growth Activity* form that may be photocopied for your use.)

7. Credit for Hours Spent

You have a right to receive full credit for all hours spent at professional growth activities that are identified on a Professional Growth Plan and Record signed by your advisor, and for which reasonable verification of time spent has been presented to your advisor. If you need to change advisors before completing all of the activities in a plan, you should record the time already spent in item 16 of the plan, and the advisor who authorized the activity should initial each activity for which you provide reasonable verification. However, you retain the right to receive credit for time spent even if you change from one employer or assignment to another, or if your advisor changes, or if your permit lapses.

8. Completion and Submission of Forms

You are responsible for completing the Professional Growth Plan and Record form on pages 24-28 or at www.ctc.ca.gov/credentials/leaflets/cl826). Your advisor must initial and date section numbers 9, 10, 14, and 15 to approve your goals and planned activities. Section number 17 must be initialed and dated by your advisor when you have completed your activities. Your advisor's signature is needed in sections number 19 and 20 to verify compliance and accuracy. Your signature is needed in section number 20 to verify the form is accurate and true under penalty of perjury. The Plan and Record form does not need to be submitted to the Commission. However, you should keep the form on file for reference as the Commission reserves the right to request the form for auditing purposes any time within one year following submission of the application.

Once your advisor has approved and signed items 19 and 21 on the Professional Growth Plan and Record, you may submit an application form 41-4 (available on the Commission's website at http://www.ctc.ca.gov/credentials/leaflets/414.pdf) with the appropriate fee to renew your permit. Teacher level or higher Child Development Permits may be renewed online at www.ctc.ca.gov within one year before the expiration date of the permit.

9. Appeal of adverse action.

You have the right to appeal to the Commission on Teacher Credentialing if your advisor has taken an adverse action that you consider to be unfair, arbitrary, or contrary to the terms of this manual. For details regarding the appeal procedures and grounds for appeals, see page 15.

10. Extension of Expired Permit

You have the right to request that the Commission on Teacher Credentialing issue an extension of an expired Child Development Permit. For details regarding the extension requirements and terms, see page 14.

PROFESSIONAL GROWTH REQUIREMENT

To renew a Child Development Permit, you must plan a program of professional growth activities in consultation with a professional growth advisor. Acceptable activities must fit into one of the categories starting on page 8. Once the activities have been completed, your advisor must verify the time spent on the activities. Regardless of how many permits or credentials you hold, only one set of professional growth activities are required per each five-year renewal cycle.

Professional Growth Goals (*Section 8 on the Growth Plan)*
All activities must contribute to your competence, performance, or effectiveness as an educator. Every goal selected must meet this standard. Your goals may relate to teaching or supervision and to permits that you currently hold or ones you are trying to attain. The goals and activities that you select should potentially lead to your growth and improvement as an educator, to the overall improvement of your work setting, or to education as a profession.

Routine planning and extracurricular activities that are considered part of your regular employment expectations should not be included in your credential renewal goals or used as activities.

Selecting Your Professional Growth Advisor
In selecting a professional growth advisor for your Child Development Permit, the individual must possess one of the requirements listed below. Professional growth advisors for permit holders no longer residing in California, refer to requirements listed in numbers 4 through 8 only.

1. A Child Development Permit at the Teacher level or above **plus** three years experience teaching or serving as a director in an early childhood education setting. This includes any permit authorizing instruction or supervision in a child development program issued under previous regulations as long as it is a full permit; no emergency, limited, postponed, or provisional permit
2. An Early Childhood Education Specialist Credential
3. A Standard Early Childhood Teaching Credential
4. A Multiple Subject Teaching Credential with an emphasis in early childhood education
5. An elementary teaching credential and **one** of the following: At least 12 semester units of child development or early childhood education course work At least 2 years experience in an early childhood education/child development setting
6. A secondary teaching credential with a major in home economics and **one** of the following:
   - At least 12 semester units of child development or early childhood education course work
   - At least 2 years experience in an early childhood education/child development setting
7. Other options for advisor qualifications include the following:
   - a master's degree or above in early childhood education or child development
   - five or more years experience as a director of a child development center

Tips for Finding a Professional Growth Advisor
Center directors or master teachers frequently serve as advisors. You may choose a director from a center other than the one in which you work. It is important that employment and supervision issues be kept separate from the professional growth advising process.

If this option is not available to you, you may choose someone recommended by one of California's professional organizations in early childhood education, including the Child Development Training Consortium (www.childdevelopment.org).

You may also choose someone you know, as long as they meet the qualifications listed above. ***It is the permit holder's responsibility to select an appropriate advisor.*** Interest in special topics, communication skills, and availability of the advisor should be considered by the permit holder when selecting an advisor.

If you are living outside of California and cannot find an advisor who meets the criteria under "Selecting a Professional Growth Advisor" from the previous page, however, know someone who is qualified, you may contact the Commission to request special approval of the professional growth advisor. Be sure to include copies of the advisor's permits or credentials, college transcripts, and verification of experience as appropriate.

If you are unsuccessful in obtaining a professional growth advisor after trying all methods mentioned above, you may request that the Commission serve as your advisor. As you will not receive the benefit and support that face-to-face contact provides, we ask that you use the Commission as the last alternative. Please mail in your request early to give the Commission time to respond and serve as your advisor.

Mail to: *Child Development Professional Growth Advisor*
Commission on Teacher Credentialing
1900 Capitol Avenue
Sacramento, CA 95811-4213

Professional Growth Activities (*Section 11 on the Growth Plan)*
You must decide if each activity will contribute to your competence, performance, or effectiveness as an educator. To satisfy the permit renewal requirements, your professional growth program must satisfy each of the following standards.

Professional Growth Program Standards

- Each activity must begin after the issuance date of the five-year permit. Professional growth is required each time the permit is renewed
- Each activity must be of high quality and consistent with your professional growth goals, as stated in item 8 of the Professional Growth Plan and Record (page 28)
- Each activity must be included in the categories of professional growth activities described on pages 8 and 9
- You must include activities from at least two categories described on pages 8 and 9

Identify activities that satisfy these standards on your Professional Growth Plan and Record, items 11 through 13. Your professional growth advisor should complete item 14, initial item 15, and sign item 19 of the plan if the activities listed in items 11 through 13 fulfill all of these standards.

Once a professional growth plan has been developed and the form signed by your advisor, you may add more activities to items 11 through 13. Added activities must also meet the standards. If they do, your advisor should certify the added activities by completing items 14 and 15. Examples of professional growth activities are stated on the sample form on page 13.

Whether an activity is of high quality and will contribute to your competence, performance, or effectiveness should be decided collaboratively by you and your advisor **before** the Professional Growth Plan and Record is signed, and **before** an added activity is initialed. The success of the professional growth program depends largely on the careful selection of professional growth activities.

Categories of Acceptable Activities (*Section 13 on the Growth Plan)*

You may choose activities from the following wide range of categories, but must complete activities in at least **two** of the following categories in order to achieve breadth and depth within the professional growth program.

1. **Complete one or more college or university courses**
   College or university course work, aside from offering high-quality educational experiences, will help you work toward the next level of the permit and may lead to a degree.

2. **Attend conferences, workshops, institutes, academies, symposia, teacher center programs, or staff development programs**
   Participation in any of the above-named activities that contribute to your goals is acceptable. (Child Development Permit holders who attend workshops offering guidance on how to become a professional growth advisor may count those hours toward their own professional growth requirements.)

3. **Provide service in a leadership role in which you contribute to the improvement of the center or group of centers above and beyond the requirements of your job**
   Examples of acceptable activities are developing curriculum or early literacy activities for the teachers in the center, making materials to be shared with the teachers in the center, acting as a committee member to benefit the center, acting as a mentor to a new staff member, and acting as an advocate for early childhood education programs.

4. **Provide service in a leadership role in a professional organization**
   Examples of acceptable activities are serving as an elected officer, serving as a chair of a committee, acting as an official representative of an organization of professional early childhood educators, and acting as an advocate for early childhood education programs on behalf of the organization.

5. **Provide service as a professional growth advisor for holders of a Child Development Permit**
   Individuals who serve in this capacity may use up to 50 clock-hours of the time spent advising holders of the Child Development Permit about professional growth activities toward the renewal of their own permit.

6. **Conduct educational research and innovation**
   Examples of acceptable activities are time spent planning and evaluating a field test of curriculum or curriculum materials for young children; and time spent planning and evaluating a research project in the field of early childhood education, such as a program focusing on early literacy based on current research or a program aimed at helping young children cope with the effects of violence.

7. **Perform systematic programs of observation and analysis of teaching, curriculum, classroom management techniques, play, or circle activities at a similar professional level in your field**
   Written notes and conclusions must be shared with your advisor.

8. Participate in a program of independent study

This is acceptable if you investigate a specified aspect of education, such as create a classroom environment that supports literacy, produce a written report or other tangible product, and evaluate the independent study and its product.

9. Improve basic skills

Activities that contribute to your ability to contribute to the profession, such as improved writing and communication skills, are considered acceptable if you and your advisor agree that these skills will enhance your professionalism. Examples of acceptable skill improvement are courses in basic reading and writing, writing grant proposals, writing professional articles, and writing a review of the literature on a specific topic in early childhood education.

10. Participate in creative endeavors

This is acceptable if you either create a tangible product that exhibits originality of thought and execution, or exhibit a creative talent while participating in a group production, and provided that the activity relates to early childhood education. Examples of acceptable activities are membership in a storytelling group, participation in a puppet theater production, writing bilingual children's books, and editing a newsletter for early childhood educators.

11. Receive instruction in Cardiopulmonary Resuscitation (CPR) or First Aid

Instruction in cardiopulmonary resuscitation (CPR), including training in subdiaphragmatic abdominal thrust (also known as the "Heimlich Maneuver"), may be an acceptable activity if it meets the standards of quality of either the American Heart Association (AHA) or the American Red Cross (ARC) or can be shown to be of equivalent quality. A course in first aid that meets or exceeds the ARC standards is acceptable.

Conversion of Course Units to Clock-Hours

Quarter/Continuing Ed Units	Semester Units	Clock-Hours
1		10
	1	15
2		20
3	2	30
4		40
	3	45
5		50
6	4	60
7		70
	5	75
8		80
9	6	90
10		100

RENEW YOUR CHILD DEVELOPMENT PERMIT

The completion of professional growth activities is required for all Child Development Permit renewals except for the Associate Teacher Permit. To renew a Child Development Permit, you must complete the following two requirements every five years:

Professional Growth
Complete 105 clock-hours of professional growth activities that contribute to your growth as an early childhood educator. This is referred to as the professional growth requirement. See pages 24-28 for the Professional Growth Plan and Record form, including directions on how to complete the form. A sample is provided on pages 12 and 13.

Submission of Materials
Mail to the Commission a completed application form 41-4 (available on the Commission website at http://www.ctc.ca.gov/credentials/leaflets/414.pdf) with the appropriate fee to renew your permit. Teacher level or higher Child Development Permits may be renewed online at www.ctc.ca.gov. You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request this form for auditing purposes any time within one year following submission of the application.

Four Steps To Renewing Your Child Development Permit

1. **Obtain a Professional Growth Advisor**
   The key to renewing your Child Development Permit is working with a professional growth advisor. The advisor serves as your mentor, helping you set goals that will be valuable to your growth. The advisor also discusses professional growth activities that will contribute to your competence, performance, or effectiveness as an educator. The advisor verifies you have completed your professional growth activities.

2. **Plan Your Activities**
   Formulate a set of goals with your advisor and complete items 7–8 on the Professional Growth Plan and Record form. Choose activities that will potentially meet your goals and complete items 11–13. Your advisor must sign item 19 certifying that your initial plan meets the standards outlined in this manual.

3. **Complete Your Activities and Keep Records**
   As you complete your professional growth activities, you should meet with your advisor to discuss your progress. Fill in item 16 accurately, with reasonable verification of time spent, so your advisor can complete item 17. You may amend your goals and activities during the five-year renewal cycle. Discuss the changes with your advisor and have the advisor complete items 9–10 and 14–15 on the growth plan. Once you have completed the required 105 hours, sign item 20 and have your advisor sign item 21.

4. **Renew Your Permit**
   Verify everything is complete on the Professional Growth Plan and Record form. Mail to the Commission a completed application form 41-4 (http://www.ctc.ca.gov/credentials/leaflets/414.pdf) and include the current processing fee. Teacher level or higher Child Development Permits may be renewed online at www.ctc.ca.gov.

You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request this form for auditing purposes any time within one year following submission of the application. The Professional Growth Plan and Record Form can be found on pages 24-28 of this manual. All application forms may be obtained at the Commission's website at http://www.ctc.ca.gov/credentials/leaflets.html

Submit your application for renewal during the last year of the five-year renewal period. For permit holders renewing more than one credential or permit, only one set of renewal requirements are required. However, you must submit a separate application and fee for each credential or permit being renewed.

Professional Growth Cycle

Your initial Child Development Permit is issued for a five-year period.

- Begin working with a professional growth advisor to define professional goals and choose activities for renewal or for acquiring a higher-level permit.
- Complete 105 clock-hours of professional growth activities before our permit expires
- Meet with your advisor to make sure your Professional Growth Plan and Record and our advisor eligibility forms are completed and signed
- Mail a completed application form (http://www.ctc.ca.gov/credentials/leaflets/414.pdf) and current processing fee to the Commission for renewal
- Teacher level and higher permits may be renewed online at www.ctc.ca.gov

Begin working on a new set of professional growth activities for the next five year permit.

PROFESSIONAL GROWTH PLAN AND RECORD INSTRUCTIONS

When the Professional Growth Plan and Record is completed, mail a completed Application form 41-4 (http://www.ctc.ca.gov/credentials/leaflets/414.pdf) with the current processing fee to the Commission for renewal. Be sure to complete the Child Development Permit Renewal Self-Verification section #3. You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request these forms for auditing purposes any time within one year following submission of the application.

Teacher level or higher Child Development Permits may be renewed online at www.ctc.ca.gov

Please print or type your name as listed on your permit. If you wish to have a different name on your new permit, please indicate it on the 41-4 application form. You may also update your personal information when you renew your teacher level or higher permit online.

Type or print the title and date of expiration of each credential or permit you hold.

Each goal must be numbered.



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PROFESSIONAL GROWTH PLAN AND RECORD

Please fill out this form **completely**. Before you begin, please read the Growth Plan and Record instructions in the *Professional Growth Manual*. Make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete.

1. Name of Permit Holder: Holder (Last) Mary Ann (First) Permit (Middle)
2. Home Address: XXXX 19th Street
Sacramento (City) CA (State) 95811 (Zip Code)
3. Daytime Telephone Number: (916) 123-4567
4. Social Security Number: 000-00-0000
5. Name each credential/permit you hold: Child Development Teacher Permit — Expiration Date 12/01/2011
6. Name each professional growth advisor who has advised you
First Advisor: John Doe — Approximate Dates of Service 12/01/2006 to present
Credential/Permit Held — Credential Permit Number:
Second Advisor: — Approximate Dates of Service
Credential/Permit Held — Credential Permit Number:
Third Advisor: — Approximate Dates of Service
Credential/Permit Held — Credential Permit Number:

Professional Growth Plan

7. Goal Numbers	8. Professional Growth Goals	9. Date Approved	10. Advisor's Initials

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Print or type your current address on this form and on the 41-4 application form. Personal data can also be updated with online renewals

Type or print the name of each professional growth advisor who has advised you, the approximate term of advisement, the title of the credential or permit your advisor holds, and its credential or permit number.

Your advisor must initial each goal.

Type or print your specific goals for professional growth. Your goals must contribute to your competence, performance, or effectiveness in the profession of education.

Your advisor must approve each new goal by writing in the date of approval.

PROFESSIONAL GROWTH PLAN AND RECORD INSTRUCTIONS

(Continued)

List the numbers of your goals from section 7 that correspond with each activity.

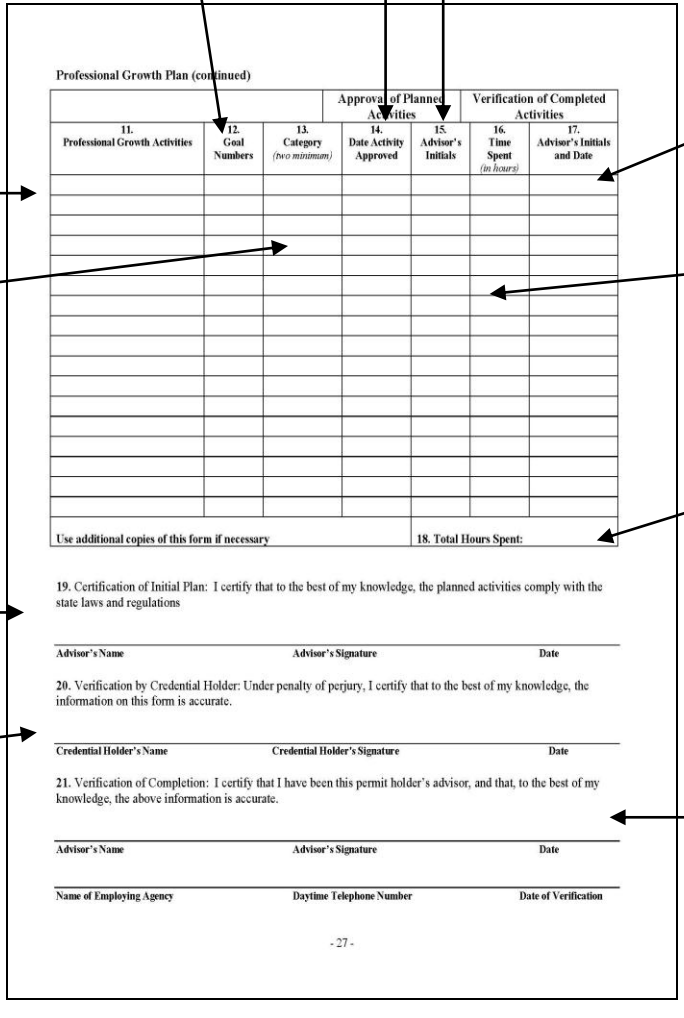
Your advisor must date and initial each activity when he or she approves it. It is recommended that you obtain your advisor's approval before you begin the activity.

List the activities that you expect to undertake to accomplish your goals.

List the category of activity that best represents your professional growth activity. The categories of activities start on page 8.

Your original professional growth advisor completes this section after approving your goals and activities. If you change advisors during the term of the permit, list the new advisor's information in section 6.

You sign and date this section when your time equals or exceeds 105 clock-hours.



Professional Growth Plan (continued)

			Approval of Planned Activities		Verification of Completed Activities	
11. Professional Growth Activities	12. Goal Numbers	13. Category *(two minimum)*	14. Date Activity Approved	15. Advisor's Initials	16. Time Spent *(in hours)*	17. Advisor's Initials and Date
Use additional copies of this form if necessary				18. Total Hours Spent:		

19. Certification of Initial Plan: I certify that to the best of my knowledge, the planned activities comply with the state laws and regulations

Advisor's Name | Advisor's Signature | Date

20. Verification by Credential Holder: Under penalty of perjury, I certify that to the best of my knowledge, the information on this form is accurate.

Credential Holder's Name | Credential Holder's Signature | Date

21. Verification of Completion: I certify that I have been this permit holder's advisor, and that, to the best of my knowledge, the above information is accurate.

Advisor's Name | Advisor's Signature | Date

Name of Employing Agency | Daytime Telephone Number | Date of Verification

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Your professional growth advisor should initial the form as activities are completed.

Accurately record the number of clock-hours you have spent in each activity. If you have listed an activity, but decide not to pursue it, enter a zero (0).

Add the clock-hours, and enter the total. You must complete a minimum of 105 clock-hours

When items 1 through 20 have been completed and your professional growth advisor is satisfied that the record of time completed is accurate, then he or she completes this section.

The Professional Growth Plan and Record Form can be found on pages 24-28

PROFESSIONAL GROWTH: EARLY COMPLETION FOR RENEWAL/EXTENSION OF TIME TO COMPLETE REQUIREMENTS

Early Completion
Professional growth activities may be completed at any time during the five-year term of the Child Development Permit held. Permit holders completing the professional growth requirement early within the five-year cycle must wait until the last year of the five-year term of the permit before applying for renewal.

To encourage professionals in the field of early childhood education to move up to the next level of Child Development Permit, individuals who complete the appropriate course work and submit an application to upgrade to a higher level permit within the first three years of a permit's initial term may submit only half the regular application fee to upgrade and do not need to verify completion of professional growth activities.

Extension of Time
If you do not complete the professional growth requirement during the five-year renewal period, your permit will expire. You are eligible for a one-time, two-year extension of the Child Development Permit. However, there is no penalty for allowing a permit to expire as long as you are not currently employed in a position that requires it.

- The one-time, two-year extension is appropriate for individuals who leave the education profession to raise a family or pursue another career. The two-year extension should be requested at the time you wish to return to education. Professional growth activities accumulated during the expiration of the permit can be used toward the renewal at the end of the two-year reinstatement.
- You are responsible for requesting the extension in a written statement to the Commission, including an application form and fee.
- The request for a two-year extension may be made for any reason, but you are eligible for the extension only **once** during your career as an educator. Subsequent requests for extension will be dealt with on a case-by-case basis by the Certification Division of the Commission.

Within the two-year extension period, you must complete all unfinished renewal requirements or the Commission will not renew the permit.

The two-year extension requires the following information:

- Application form (41-4) and current fee.
- A written request for a one-time, two-year extension of the Child Development Permit.

APPEAL PROCEDURE

A permit holder may appeal an adverse action by a professional growth advisor. The appeal must be addressed to the Executive Director of the Commission on Teacher Credentialing. Grounds for ruling in favor of the appeal include the following:

- The advisor refused to sign a Professional Growth Plan and Record or an amendment that satisfies the requirements. If the Commission determines that this has occurred, the Commission will approve the plan or the amendment.
- The advisor refused to verify time spent at professional growth activities that satisfy the requirements. If the Commission verifies time spent at the activities, and if other requirements have been met, the Commission will renew the permit.
- Bias, fraud, unfair discrimination, or arbitrary action by the advisor prevented the permit holder from fulfilling the terms of a signed Professional Growth Plan and Record. If the Commission determines this has occurred, the Commission will grant the permit holder up to five years' additional time to complete the program of professional growth.

Whenever possible, the permit holder is encouraged to resolve disputes at the local level by employing **one** of the following methods:

- Request assistance from a local Professional Growth Panel, if one has been established.
- Seek another advisor.

Any permit holder who wishes to appeal an adverse action related to professional growth activities shall state in writing:

- What action prompted the appeal?
- The names of the persons involved
- What attempts have been made to resolve the problem at the local level?

Any problems that can be resolved administratively between the Commission staff, the permit holder, and the employing agency or professional growth advisor, will be resolved at this level. Cases that cannot be handled administratively will be referred to a Professional Growth Appeals Board that is established by the Commission.

The Professional Growth Appeals Board shall consist of five members, who shall be appointed in accordance with the Commission's procedures for appointing advisory panels. Three of the members will be practicing teachers. At least one of those practicing teachers shall have served as a professional growth advisor. One other member shall be a practicing administrator, and one member shall be appointed at large. Members' terms shall be for two years, and they may be reappointed.

If you decide to appeal a decision by the Professional Growth Appeals Board, your case shall be heard by the Credentialing and Certificated Assignments Committee of the Commission. Contact the Commission office for specific information about applying for an appeal.

FREQUENTLY ASKED QUESTIONS BY PERMIT HOLDERS

1. ***How do I renew my Child Development Permit if I reside in another state or country?***
   If you decide to keep your California permits current while residing in other states or countries, you may do so by completing professional growth activities in your place of residence. Please see page 6 for criteria. If no qualified and suitable advisor is available, the Commission will serve as your advisor if a written request is made.

2. ***How do I select a professional growth advisor for renewal of more than one permit?***
   If you are renewing more than one permit, you will complete only one plan for your professional development. You will select a professional growth advisor who you feel can best guide the development of your plan. That person should hold a permit or credential in at least one of your permit areas. It would be most appropriate to select someone who works in an area closely related to your own area of assignment. You may want to select more than one advisor to help you define professional development goals for multiple permit/credential areas.

3. ***What can I do if my advisor will not approve my Professional Growth Plan?***
   If the advisor has a good reason for not signing the plan, or for not initialing a particular addition to it, the Commission recommends that you heed his or her suggestions. If you believe that the advisor is not justified in his or her refusal, there are several options you may take. See page 15 for details.

4. ***Who is responsible for getting the permit renewal documents signed and sent to the Commission?***
   You are responsible for completing all forms, keeping records of all activities, requesting all signatures, and mailing all required items to the Commission before the permit expires.

5. ***What happens if I change employers or work in more than one child development center?***
   If you change employment after your plan has been signed by an advisor, your signed plan remains valid. If an advisor has verified time spent, you retain credit for those hours. You may want to amend your plan to reflect any new responsibilities.

6. ***What should I do if my advisor tries to charge me a fee or requires that I provide some service in exchange for signing my plan?***
   Tell your advisor that payment or service in exchange for approval is prohibited by state regulations. If the advisor persists, inform the chief administrative officer of the employing agency and, where available, the Professional Growth Panel. You may want to seek a new advisor. If these measures do not bring relief, contact the Commission.

7. ***What happens if I move to another state or country?***
   Child development permit holders who want to maintain their California permits may complete professional growth requirements in any location around the world. You will need a professional growth advisor. See pages 5 and 6 on Tips for Finding a Professional Growth Advisor.

8. ***When do I start my professional renewal requirements?***
   The renewal requirements of professional growth activities start with the issuance date of your five-year Child Development Permit.

9. ***What happens if I allow my permit to lapse?***

Some child development permit holders find it necessary to leave the education profession to raise a family or pursue another career. During the period one is away from education it is acceptable to allow the permit to lapse or become invalid. There is no penalty for allowing a permit to expire as long as you are not currently employed in a position that requires it. When you decide to return to the education profession, you may request a one-time, two-year reinstatement of the Child Development Permit. During this two-year period, you must finish all professional growth requirements. Activities completed while the original permit is valid, during the time the permit is lapsed, and during the two-year extension period may be counted toward the 105 clock-hours of professional growth needed for the full five-year renewal.

10. ***Can my supervisor or master teacher also be my professional growth advisor?***

Yes. However, if your professional growth advisor also serves as your supervisor or master teacher in an employment situation, he or she must take great care not to combine an evaluation of professional growth activities completed for renewal for the permit with an evaluation of job performance as it affects your employment status.

INFORMATION FOR PROFESSIONAL GROWTH ADVISORS

To serve as a professional growth advisor, you must meet the requirements outlined on pages 20-22 and complete the appropriate eligibility form on page 30 or 31, along with verification materials, and give them to each permit holder you are advising. Employing agencies may designate certificated individuals to serve as professional growth advisors on behalf of credential holders who must fulfill the professional growth requirements. The following paragraphs outline the responsibilities and rights of professional growth advisors.

1. **Know the Requirements**
   A professional growth advisor should know the contents of this manual, discuss these with the permit holder, and answer questions about them. The advisor should serve as a source of helpful information about the permit holder's obligations.

2. **Recommend Activities**
   An advisor should discuss the staff development needs of the employing agency and the school with the permit holder. The advisor has a right to recommend professional growth activities, but does not have a right to compel the permit holder to pursue particular activities.

3. **Advise Credential Holders**
   An advisor should advise permit holders about their professional growth plans and activities. He or she may ask questions, make observations and suggestions, and assist permit holders in obtaining information about professional growth opportunities.

4. **Use the Standards**
   An advisor has a responsibility to determine whether activities identified on a Professional Growth Plan and Record meet the standards that are explained on page 7 of this manual. The advisor has a right to ask a permit holder to explain how or why the planned activities satisfy the standards. If the planned activities are consistent with the standards, the advisor has a responsibility to sign item 19 on the Professional Growth Plan and Record. If one or more of the planned activities does not satisfy the standards, the advisor has a responsibility to inform the permit holder.

5. **Include the Categories of Activities**
   When an advisor discusses the professional growth plan with the permit holder, if there are not at least two categories listed on the plan, the advisor should indicate to the applicant that the Professional Growth Plan and Record must include activities in <u>two or more categories</u>.

6. **Initial Additions to a Professional Growth Plan and Record**
   An advisor has the responsibility to initial any addition to a plan that is consistent with the standards on pages 7. The advisor should initial added goals in item 10 and added activities in item 15 of the plan.

7. **Consider Activities Already Begun Before Signing**
   An advisor is not required to sign item 19 on the Professional Growth Plan and Record if the permit holder has already begun one or more of the activities identified on the plan. The advisor may sign item 19 if he or she believes that the permit holder had a good reason for beginning the activities before the plan was signed.

8. **Verify Time Spent**
   An advisor has a responsibility to examine items 16 and 18 on a permit holder's Professional Growth Plan and Record. He or she has a right to require the permit holder to provide reasonable verification that items 16 and 18 are accurate. The actual hours spent on an activity should be recorded. Such records are for the use of you and your advisee and need not be sent to the Commission on Teacher Credentialing. (A *Verification of Hours Spent on a Professional Growth Activity* form is included. This form is optional.)

   If a permit holder needs to change advisors before completing the activities in a signed plan, the original advisor should initial each activity in item 17 for which he or she has seen reasonable verification.

9. **Sign a Professional Growth Plan and Record**
   An advisor has a responsibility to sign item 21 on a Professional Growth Plan and Record if he or she believes all of the information is accurate, based on verification by the permit holder or a previous advisor, and the activities were identified on the professional growth plan signed by an advisor. If the Professional Growth Plan and Record does not satisfy these conditions, the advisor has an obligation to inform the permit holder.

10. **Maintain Independence from Performance Evaluations**
    A professional growth advisor must discharge his or her responsibilities independently of any evaluation of the permit holder's performance that is conducted to determine the permit holder's employment status.

GUIDELINES FOR PROFESSIONAL GROWTH ADVISORS

The goal of the Professional Growth Advisor is to successfully advise individuals toward the renewal of their Child Development Permit. Your knowledge and advice impacts the professionalism of the permit holder, the professionalism of the field, and makes a positive contribution to the lives of young children. Helping permit holders choose activities that are appropriate to their individual needs, to the needs of their child development center, and to the community in which the center is located is not always an easy task. The following guidelines will help you advise your advisees.

1. Read the Manual Several Times

The manual attempts to outline the requirements systematically and carefully. Reading it a few times will help the advisor answer questions and advise more competently.

- Review the professional growth standards
- Review the professional growth categories of activities
- Review the most frequently asked questions of permit holders
- Review the Professional Growth Plan and Record
- Review this guideline

2. Assess Professional Development Needs

The following are some questions you might help your advisee answer:

- What are my areas of weakness? What activities might help me learn more in this area?
- What are my areas of strength? What activities will allow me to grow even more and to help others by offering my skills?
- What special needs or emphasis does my child development center have? What can I do to enhance the quality of my center?
- What special needs does my center have to serve its community? How can I best serve the children and their families?
- What types of activities will help me better serve the children and their families?
- How can I grow as a professional? What types of activities will help me become stronger in my profession?

3. Find Appropriate Activities

While the job of finding appropriate activities lies with the permit holder, advisors who have knowledge of professional development activities in their local area will be more effective and more helpful to his/her advisees. Sources of professional growth activities include:

- Local school districts
- Parent organizations
- Professional organizations
- Professional magazines, newsletters, bulletins
- The Internet
- Community organizations

- Networks of child development centers
- Resource and referral agencies
- Local community and four-year colleges
- Regional networks
- Other professionals and professional growth advisors

4. Begin the Advising Process

Your first meeting with the permit holder should include a needs assessment and an examination of professional goals. You should discuss the following items:

- Explain "professional growth" and the responsibilities of the permit holder
- Explain the role of the advisor
- Examine the professional growth standards listed on pages 7
- Examine the professional growth categories listed on pages 8
- Create a needs assessment
- Establish the goals
- Determine what types of activities will meet those goals
- Determine what types of activities are locally available
- Examine how to find more professional growth activities that will lead the permit holder to the completion of his/her goals
- Look over the Professional Growth Plan and Record and fill out the appropriate sections
- Plan the next meeting and discuss the method of informal contact

5. Determine if Professional Growth Activities are Appropriate

Professional Growth goals and activities should be tailored to the individual permit holder. What may be appropriate for one individual may not be appropriate for another.

- The needs assessment should help the advisor get to know weaknesses of the permit holder
- If an activity meets the standards, fulfills one of the categories, and will contribute to the permit holder's achievement of his or her professional goals, it is appropriate

6. Document Professional Growth Activities

Methods for documenting activities should, whenever possible, be agreed upon by the permit holder and the advisor prior to the permit holder's participation in the activity.

- The advisor may place stipulations on the documentation of an activity. Some types of activities, such as planned observations, may require extensive written reports and verification of the observation.
- On page 29 of this manual you will find a *Verification of Hours Spent on a Professional Growth Activity* form. You may photocopy this and ask the permit holders to use it when appropriate.
- Grade cards or college transcripts may serve to document successful completion of coursework.

- The advisor may request a verbal description of an activity or workshop along with materials received by the permit holder at the activity site.
- The advisor may use some discretion in what type of documentation is needed for different types of activities.

7. Maintain Ongoing Contact with Permit Holders

The amount of time spent with an individual permit holder can best be determined by the advisor and the permit holder. The first meeting will most likely be the longest, but it is important to maintain contact after that meeting

- For the professional growth process to work effectively, the professional growth advisor should approve activities before they are completed. Plan to meet or talk prior to adding a new activity
- If the professional growth plan is going well, phone or email contact during each year will help both the permit holder and the advisor keep the goals and activities well in hand
- A meeting before the permit holder submits the application for renewal will be necessary for a final review and signatures on the plan and record form. Make certain that the permit holder has the signed copy of the professional growth advisor's eligibility form
- The final meeting might also be an appropriate time to consider goals for the next five-year renewal cycle

FREQUENTLY ASKED QUESTIONS BY PROFESSIONAL GROWTH ADVISORS

How much time is required for me to spend with the permit holder(s) I advise?
No time requirements are mentioned in state laws or regulations. An employing agency may set contact requirements if it chooses to do so. The Commission has estimated that each advisor will spend, on average, about five hours per permit holder each school year. Not all meetings need to be in person; interactions can be by telephone, written messages, or email.

What are the grounds for not signing item 19 on a credential holder's plan?
As a professional growth advisor, you should sign a Professional Growth Plan and Record only if you are satisfied that all of the following are true:

- Each proposed activity is of high quality and is consistent with the permit holder's professional growth goals as stated in the plan
- Each proposed activity is likely to contribute to the permit holder's competence, performance, or effectiveness
- Each proposed activity fits one of the categories of activities
- The permit holder did not begin any of the activities before applying for the Child Development Permit, or for the most recent renewal of this permit

If any of these standards are not met, do not sign the plan. If a permit holder requests an advisor's signature or initials for an activity that he or she has already begun or completed, the advisor may sign item 19 or initial item 15, but is not required to do so.

What are the grounds for not signing item 21 on the plan?
As an advisor, you should sign item 21 on a professional growth and plan and record form only if you are satisfied that the permit holder has engaged in the activities identified and spent the number of hours shown. Do not sign the record form if these provisions do not apply.

What does "reasonable verification" mean?
A professional growth advisor should require a permit holder to provide evidence that he or she has engaged in a particular activity, or that the records of time spent is accurate. Reasonable verification may include (but is not limited to) products of an activity; official records of attendance; copies of notes or minutes; materials distributed at classes, workshops, conference, or staff development programs. Or other tangible records of activities. On page 29 of this manual you will find a *Verification of Hours Spent on a Professional Growth Activity* form. You may photocopy this and ask the permit holders to use it when appropriate. Supporting materials do not need to be submitted to the Commission with applications for renewal of the Child Development Permit. The Commission expects professional growth advisors to make decisions regarding the acceptability of verification of participation and completion of activities. Professional growth advisors should use discretion in requiring evidence.

Where do I go if I have questions about the professional growth requirements?
Other professional growth advisors may be able to answer your questions. For information about the availability of professional development activities, you may want to talk to your child development center director or other professionals. For information about renewal requirements, you may also call the Commission Information Services at (916) 322-4974 Monday-Friday 12:30 PM to 4:30 PM or email credentials@ctc.ca.gov.

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

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

PROFESSIONAL GROWTH PLAN AND RECORD FORM
For Child Development Permits

This packet contains a brief outline of the professional growth requirement necessary to renew your Child Development Permit and the form that is to be used to record your activities. Detailed information regarding professional growth requirements can be found in the *Professional Growth Manual for Child Development Permits* available on the Commission's website.

Step 1: Obtain a professional growth advisor

The key to successful renewal is to work closely with a professional growth advisor. This advisor will serve as your mentor, helping you to set goals that will be valuable to your professional growth. The advisor will also discuss with you the professional growth activities that will best contribute to your competence, performance, or effectiveness as an early childhood educator. The advisor will verify that you have completed your professional growth activities.

Step 2: Plan your activities

Formulate a set of goals with your advisor and complete boxes 7-10 on the Professional Growth Plan and Record Form. Choose your activities and complete boxes 11-15. Your advisor must sign on line 19, certifying that your initial plan meets the standards outlined in the *Professional Growth Manual for Child Development Permits*. *Note: You must complete activities in at least two categories.*

Step 3: Complete your activities and keep records

As you complete your professional growth activities, you should meet with your advisor to discuss your progress. Enter the total time spent on your activities in box 16. Your advisor will verify the hours and complete box 17. You may amend your goals and activities during the five year renewal cycle. Discuss any changes with your advisor, and together, update boxes 9 through 15. Once you have completed the required hours, sign on line 20 and have your advisor sign on line 21.

Step 4: Renew your permit

Renew your permit by one of the following methods:

- Renew online by logging into your personal Educator Page (for Teacher level or higher permit),

  or

- Submit a completed application (form 41-4) to the Commission office

Both methods allow you to self-verify the completion of your professional growth requirements; however, you must keep the completed, original *Professional Growth Plan and Record Form* in your possession in case of audit. If you choose not to self-verify, submit the completed *Professional Growth Plan and Record Form* with application form 41-4 to the Commission office.

Permit holders renewing more than one permit must submit a separate application and fee for each, but only one *Professional Growth Plan and Record Form*.

COMO RENOVAR SU PERMISO DEL DESARROLLO INFANTIL

Este paquete contiene una breve descripción de los requisitos de crecimiento profesional (*Professional Growth*) para renovar su permiso del Desarrollo Infantil (*Child Development Pemit*). Incluye también el formulario para documentar las horas cumplidas de crecimiento profesional. Favor de referirse al Manual Del Crecimiento Profesional (*Professional Growth Manual for Child Development Permits*) para más información sobre estos requisitos. Este manual se encuentra en el website de la Comisión.

Primer Paso: Obtenga un Consejero del Crecimiento Profesional

La clave para renovar su permiso es trabajar con su consejero. El consejero es como un mentor, ayudándole a establecer metas que le servirán para su crecimiento profesional. Su consejero también conversará con usted sobre sus actividades de crecimiento profesional que contribuirán a su capacidad, desempeño o efectividad como educador principiante de menores. Su consejero verificará que usted haya cumplido con sus actividades del crecimiento profesional.

Segundo Paso: Planée sus actividades

Formule sus metas con su consejero y llene las secciones 7-10 del formulario de Plan y Expediente del Crecimiento Profesional (*Professional Growth Plan and Record Form*). Seleccione actividades que cumplan con sus metas y llene las secciones 11-15. Su consejero deberá firmar la sección 19 certificando que su plan inicial cumple con las normas mencionadas en el manual. *Por favor note que por lo menos actividades en dos categorias son requeridas*.

Tercer Paso: Complete sus actividades y mantenga un expediente

Según vaya terminando sus actividades del crecimiento profesional, usted deberá ver a su consejero para hablar sobre su progreso. En el formulario de Plan Y Expediente del Crecimiento Profesional, llene la sección 16 cuidadosamente y verifique razonablemente el tiempo que le haya tomado y así su consejero podrá llenar la sección 17. Usted puede cambiar sus metas y actividades durante el período de renovación de cinco años. Hable sobre los cambios con su consejero y él/ella tendrá que llenar las secciones 9-15. Una vez que haya cumplido con las horas requeridas, firme la sección 20 y su consejero firmará la sección 21.

Cuarto Paso: Renueve su permiso

Renueve su permiso en **uno** de los metodos siguientes:

- Electronicamente - website: http://www.ctc.ca.gov/credentials/online-services/default.html
- Enviando por correo a la Comisión la solicitud 41-4

Ambos metodos le permiten hacer una declaración personal de que los requisitos de crecimiento profesional han sido cumplidos, pero debe mantener el formulario de Plan y Expediente del Crecimiento Profesional por si se hace un auditoría. Si prefiere no hacer solo la declaracion, llene y envie por correo a la Comision la solicitud 41-4 con el formulario de Plan Y Expediente del Crecimiento Profesional.

Para los que poseén y van a renovar más de un permiso, es necesario enviar una solicitud y un pago para cada permiso, pero sólo incluya un formulario de Plan y Expediente del Crecimiento Profesional.

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

PROFESSIONAL GROWTH PLAN AND RECORD FORM
For Child Development Permits

Please fill out this form **completely**. Before you begin, please read the instructions in the *Professional Growth Manual*. Make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete.

1. **Name:** _____
   Last *First* *Middle*

2. **Home Address:** _____
   Number *Street* *Apt. No.*

   _____
   City *State* *Zip Code*

3. **Daytime Phone Number:** _____ **Email Address**: _____

4. **Social Security Number:**_____

5. **List each credential and/or permit you hold:** **Expiration Date:**

   _____ _____

   _____ _____

   _____ _____

   _____ _____

6. **List each professional growth advisor who has advised you.**

   First Advisor _____Approximate Dates of Service _____

   Credential /Permit Held _____Credential/Permit Number _____

   Second Advisor _____Approximate Dates of Service _____

   Credential/Permit Held _____Credential/Permit Number _____

   Third Advisor_____Approximate Dates of Service _____

   Credential /Permit Held _____Credential/Permit Number _____

Professional Growth Plan

7. Goal Numbers	8. Professional Growth Goals	9. Date Approved	10. Advisor's Initials

Professional Growth Activities (by goal number and category)			Approval of Planned Activities		Verification of Completed Activities	
11. Professional Growth Activities	12. Goal Number(s)	13. Category (two minimum)	14. Date Activity Approved	15. Advisor's Initials	16. Time Spent (in hours)	17. Advisor's Initials and Date

Make additional copies of this form if necessary **(18) Total Hours Spent _____**

19. **Certification of Initial Plan by Advisor**

I certify that, to the best of my knowledge, the plan activities comply with state laws and regulations.

Advisor's Name	*Advisor's Signature*	*Date*

20. **Verification by Credential Holder**

Under penalty of perjury, I certify that, to the best of my knowledge, the information on this form is accurate.

Permit Holder's Signature	*Date*

21. **Verification of Completion**

I certify that I have been this permit holder's advisor, and that, to the best of my knowledge, the above information is accurate.

Advisor's Name	*Advisor's Signature*

Name of Employing Agency	*Daytime Telephone Number*	*Date of Verification*

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VERIFICATION OF HOURS SPENT ON A PROFESSIONAL GROWTH ACTIVITY

For the Renewal of a Child Development Permit

Title of Activity: _____

_____

Description of Activity: _____

_____

_____

_____

Date of Activity: _____

Number of Hours Spent on Activity: _____

Activity Leader/Presenter:

_____	_____	_____
Name (print or type)	*Signature*	*Date*

Permit Holder:

_____	_____	_____
Name (print or type)	*Signature*	*Date*

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ELIGIBILITY REQUIREMENTS FOR PROFESSIONAL GROWTH ADVISORS
(For Advisors of Permit Holders Who Live in California)

Advisor's Name: _____
(Print or Type)

Please check the appropriate box, sign and date the form, and give a photocopy to the holder of the California Child Development Permit for inclusion with his/her application for renewal.

To serve as a professional growth advisor within California, you must qualify with one of the following criteria. Please check the appropriate box.

- ☐ A Child Development Permit at the Teacher level or above plus three years experience teaching or serving as a director in an early childhood education setting (This includes any permit authorizing instruction or supervision in a child development program issued under previous regulations as long as it is a full permit rather than an emergency, limited, postponed, or provisional permit.)
- ☐ An Early Childhood Education Specialist Credential
- ☐ A Multiple Subject Teaching Credential holder with an emphasis in early childhood education
- ☐ A Standard Early Childhood Teaching Credential
- ☐ An Elementary (General, Standard, or Ryan) teaching credential and at least 12 semester units of child development or early childhood education coursework
- ☐ An Elementary (General, Standard, or Ryan) teaching credential and at least two years experience in an early childhood education/child development setting
- ☐ A secondary teaching credential with a major in home economics and at least 12 semester units of child development or early childhood education coursework
- ☐ A secondary teaching credential with a major in home economics and at least two years experience in an early childhood education/child development setting
- ☐ A master's degree or above in early childhood education or child development
- ☐ At least five years experience as a director of a child development center

I hereby certify (or declare) under penalty of perjury that all the foregoing information is true and correct.

_____
Signature of Advisor *Date*

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ELIGIBILITY REQUIREMENTS FOR PROFESSIONAL GROWTH ADVISORS
(For Advisors of Permit Holders Who No Longer Live in California)

Advisor's Name _____
(Print or Type)

Please check the appropriate box, sign and date the form. Give a photocopy to the holder of the California Child Development Permit for inclusion with his/her application for renewal.

To serve as a professional growth advisor, you may qualify with one of the following criteria. Please check the appropriate box.

- ☐ A teaching credential with an emphasis in early childhood education
- ☐ An elementary teaching credential **and** at least 12 semester units of child development or early childhood education coursework
- ☐ An elementary teaching credential **and** at least 2 years experience in an early childhood education/child development setting
- ☐ A secondary teaching credential with a major in home economics **and** at least 12 semester units of child development or early childhood education coursework
- ☐ A secondary teaching credential with a major in home economics **and** at least 2 years experience in an early childhood education/child development setting
- ☐ A master's degree or above in early childhood education or child development
- ☐ Five or more years experience as a director of a child development center

I hereby certify (or declare) under penalty of perjury that all the foregoing information is true and correct.

_____
Signature of Advisor *Date*