

Child Development Permit Workshop

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San Diego County Office of Education

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CTC Child Development Permit Types:

- Program Director Permit
- Site Supervisor Permit
- Master Teacher Permit
 - Teacher Permit
 - Associate Teacher Permit
 - Assistant Permit



**Highest
to
Lowest
Permit
Levels**

Child Development Aide is not required to hold a permit

Scope of Child Development Permit Authorizations

Document Information		Services Authorized						
Permit Type	Document & Authorization Codes	Care for Children	Provide Instruction	Coordinate Curriculum	Provide Staff Development	Supervise Lower Permit Holders	Supervise Single-Site Programs	Supervise Multi-Site Programs
Program Director	P12F: 12F	✓	✓	✓	✓	✓ (All Permit Levels)	✓	✓
Site Supervisor	P12E: 12E	✓	✓	✓	✓	✓ (Master Teacher and Below)	✓	X
Master Teacher	P12D: 12D	✓	✓	✓	✓	✓ (Teacher and Below)	X	X
Teacher	P12C: 12C	✓	✓	X	X	✓ (Associate Teacher and Below)	X	X
Associate Teacher	P12B: 12B	✓	✓	X	X	✓ (Assistant Teacher)	X	X
Assistant Teacher	P12A: 12A	✓	✓	X	X	X	X	X

School Age Emphasis Requirement

The School Age Emphasis Authorization may be added to any level Child Development Permit and authorizes the holder to provide all services by the holder's Child Development Permit and to provide services in the care, development, and instruction of children in ***before-school, after-school, and the other school-age child care programs.***

Renewal Requirement

- All Permits are valid for 5 years
- All Permits have a renewal requirement
 - All but the Associate Teacher Permit require 105 hours of Professional Growth
- Associate Teacher – Can only be renewed once
 - Requires completion of 15 semester units going towards the Teacher Permit.

Minimum Requirements for all Course Work:

- Must be Degree Applicable (associate degree or higher) and Non-Remedial
- Grade “C” or higher (pass/credit ok)
- Institution must be Regionally Accredited college or university

CTC Acceptable Regional Accrediting Bodies:

MSA – Middle States Association of Colleges and Schools

NWCCU – Northwest Commission on Colleges and Universities

NCA - North Central Association of Colleges and Schools

NEASC – CIHE – New England Association of Schools and Colleges, Inc./Commission on Institutions of Higher Education

SACS – CC – Southern Association of Colleges and Schools/Commission on Colleges

WASC – Jr. – Western Association of Schools and Colleges/Accrediting Commission for Community and Junior College

WASC - Sr. – Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges and Universities

Foreign Degree Coursework

Individuals who completed college or university coursework at an institution in a country other than the United States must obtain a complete evaluation of foreign transcripts, degrees, and other relevant documents prior to applying to the Commission on for a CA credential, permit, or certificate.

- Must be a detailed, course by course, foreign transcript evaluation
- Must be evaluated by agency on CTC approved (CL-635)
- The evaluation agency will charge a fee
- Original, official documentation will be required when requesting the evaluation

Core Coursework

Must complete a minimum of 3 semester or 4 quarter units in each core area

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

Supervised Field Experience

- Must be classified as a lab, practicum or student teaching (Fieldwork)
- Must be supervised by staff from a regionally accredited college or university
- 3 semester units or 4 quarter units
- Work Experience CANNOT be used toward this requirement
- School-Age Emphasis – Elementary Education Student teaching

Experience Requirement

- Must be on official letterhead with an original signature (Wet, adobe, or DocuSign only)

OR

- Verification of Experience Form which can be found on the Child Development Consortium Website
 - <https://www.childdevelopment.org/>

Family Child Care Experience

- Applicant may use Family Child Care experience
- Must be licensed by the CA Dept of Social Services
- Must include form CL-878 and 2 copies of CL-877
 - A copy of your Small or Large Family Child Care Home License
- Site Supervisor and Program Director applicants must hold Large Family Child Care Home License

CL-878 & CL-877



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 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
Assistant	None 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 adults)
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



State Of California
Commission On Teacher Credentialing
Certification, Assignment and Waivers Division
1900 Capitol Avenue
Sacramento, CA 95811-4213

Email: 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.

- The parent/guardian should not 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 _____ child/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: _____ to: _____
Begin Date End/Present Date

Name of Parent/Guardian Name of Parent/Guardian

Signature of Parent/Guardian Signature of Parent/Guardian

Assistant Permit

AUTHORIZATION: 12A -- ASSISTANT

- Option 1: ☐ 6 semester units of ECE or child development
- Option 2: ☐ Accredited HERO or ROP Program in Child Development Related Occupations

- Need 6 units in ECE/Child Development. They do not have to be the CORE.

- Need 105 hours of Professional Growth Hours to Renew – Cannot renew online

Associate Teacher Permit

AUTHORIZATION: 12B -- ASSOCIATE TEACHER

- Option 1: ☐ 12 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
- ☐ 50 days of experience in last 2 years

- Option 2: ☐ National Child Development Associate (CDA) cred

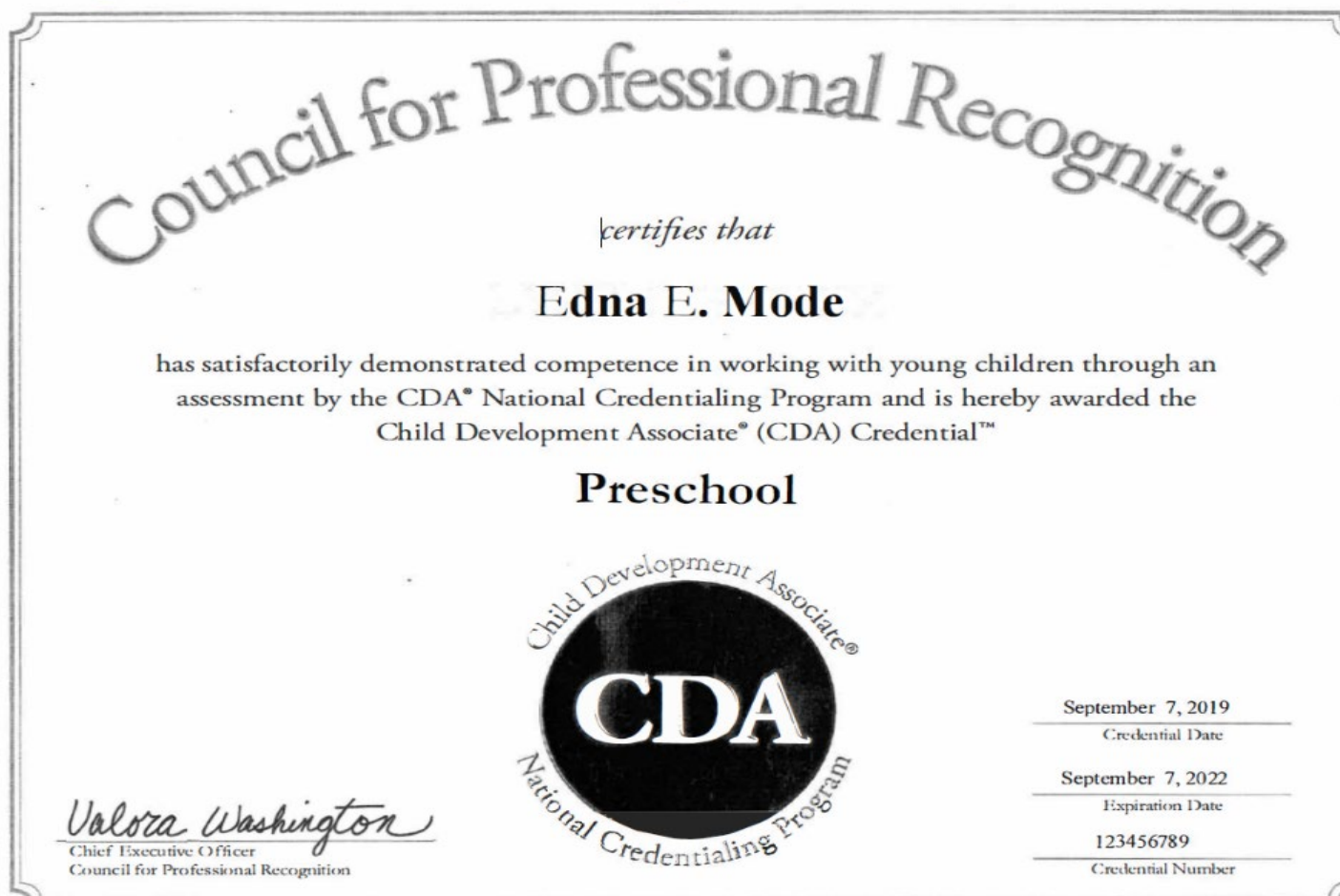
RENEWAL: ☐ 15 units to renew initial issuance, no further renewals

CORE AREAS NEEDED:

- Curriculum
- Child, Family & Community
- Child Growth & Development

- Can be renewed once
- Can not be renewed online
- Can renew using any 15 units completed since initial date of issuance
- Can downgrade to an Assistant Permit

CDA Credential



Teacher Permit

AUTHORIZATION: 12C -- TEACHER

- Option 1:
- ☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
 - ☐ 16 semester units in general education including "ENG", "SS", "MAT/SCI", and "HUM"
 - ☐ 175 days of experience in last 4 years
- Option 2:
- ☐ Associate or higher degree in ECE or child dev
 - ☐ 3 sem units supervised field experience

Teacher Permit

- ECE/CD Units cannot be used to meet the general education requirements
- Supervised Field Experience (3 Semester Units)
- Quarter Units – must convert quarter to semester using the calculator in the CIG
- Can be renewed online with 105 hours of Professional Growth

Master Teacher Permit

AUTHORIZATION: 12D -- MASTER TEACHER

- Option 1:
- ☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
 - ☐ 16 semester units in general education including "ENG", "SS", "MAT/SCI", and "HUM"
 - ☐ 6 more semester units in one area of specialization
 - ☐ 2 more semester units in adult supervision
 - ☐ 350 days of experience in last 4 years
- Option 2:
- ☐ Bachelor's or higher degree
 - ☐ 12 semester units in ECE or child development
 - ☐ 3 sem units supervised field experience

Master Teacher Permit

- 6 (additional) Semester Units
- Must focus on one particular area of Early Childhood Education
- Examples: Infant and Toddler Care, Preschool Programming, Curriculum, ESL, etc.
- Master Teacher Specialization Form must be completed if applying under Option 1
- Adult Supervision/Mentoring – 2 Semester Units
 - Course must be in Child Development/ECE Dept

Site Supervisor – Option 1 and 2

AUTHORIZATION: 12E -- SITE SUPERVISOR

- Option 1:
- ☐ Associate or higher degree or 60 semester units
 - ☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
 - ☐ 6 more semester units in administration & supervision
 - ☐ 2 more semester units in adult supervision
 - ☐ 350 days of experience -- including at least 100 days supervising adults -- in last 4 years
- Option 2:
- ☐ Bachelor's or higher degree
 - ☐ 12 semester units in ECE or child development
 - ☐ 3 sem units supervised field experience

Administration and Supervision Units

- Must be minimum of 6 semester units
- One course must be at the Introductory Level and one must be at the advanced
- Content must include administration, supervision, or management of a childcare and development program

Experience Supervising Adults

- Required for Site Supervisor under Option 1
- Can include supervising teachers, assistants, parent volunteers, etc.
- Verification of Experience Form or official letterhead must be submitted verifying 100 days of supervising adults

Site Supervisor – Option 3 and 4

- Option 3:
- ☐ SC1A
 - ☐ 12 semester units in ECE or child development
 - ☐ 3 sem units supervised field experience
- Option 4:
- ☐ Elementary teaching credential (TC2/STCA/STCC/ GT2/GT1) or secondary in home economics
 - ☐ 12 semester units in ECE or child development
 - ☐ 3 sem units supervised field experience

Program Director Option 1 and 2

- Option 1:
- ☐ Bachelor's degree
 - ☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
 - ☐ 6 more semester units in administration and supervision of a child development program
 - ☐ 2 more semester units in adult supervision
 - ☐ 1 year child development site supervisor experience
- Option 2:
- ☐ SC1A
 - ☐ 12 semester units in ECE or child development
 - ☐ 3 sem units supervised field experience

- B.A. does not have to be in ECE/CD
- Can upgrade from the lower permits to this one as long as they have the site supervisor experience

Program Director Option 3 and 4

- Option 3:
- ☐ Elementary teaching credential (TC2/STCA/STCC/GT2/GT1) or secondary in home economics
 - ☐ 12 semester units in ECE or child development
 - ☐ 3 sem units supervised field experience
 - ☐ 6 sem units in admin of ECE or child development
- Option 4:
- ☐ Master's degree in ECE or child development

Professional Growth

To renew a Child Development Permit, you must develop 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 of the Professional Growth Manual. 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 PLAN AND RECORD FORM
- Step 1: Obtain a professional growth advisor (Teacher level or higher with 3 years experience)
- Step 2: Plan your activities (must contribute to your competence, performance, or effectiveness as an educator)
- Step 3: Complete your activities and keep records
- Step 4: Renew your permit

Professional Growth Categories

1. Complete one or more college or university courses
2. Attend conferences, workshops, staff development programs, etc.
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
4. Provide service in a leadership role in a professional organization
5. Provide service as a professional growth advisor for holders (up to 50 clock-hours)
6. Conduct educational research and innovation
7. Observation and analysis of teaching, curriculum, classroom management techniques, play, or circle activities at a similar professional level in your field
8. Participate in a program of independent study
9. Improve basic skills
10. Participate in creative endeavors
11. Cardiopulmonary Resuscitation (CPR) or First Aid

Application Process

1. Application Fee – Money Order or Cashier's Check payable to CTC for \$100.00
2. Application Form (41-4)
3. Livescan Fingerprints (41-LS)
4. Official Transcripts
5. Verification of Experience (if required)
6. Clearinghouse Fingerprints (as needed)
7. Print out of Certificate of Clearance for issuance of Temporary County Certificate (TCC)

Application Process



CDTC is currently accepting applications for ALL permit levels and types

- Funding is first come, first served
- Will reimburse \$49 of livescan fees with original 41-LS when funds available
- Educators must print and submit all forms for CDTC if applying via SDCOE
- E-scripts must be sent to SDCOE if application is being processed by SDCOE

CDTC Information



- Tuition reimbursement, permit application fee stipends, professional growth advisors, and course look up: [Child Development Training Consortium](#)
- Contact CDTC: Main Line – (209) 572-6080
- Child Development: cdtc-permit@yosemite.edu
- Refer to the website for any updates and changes regarding funding

Upgrading

Must be done via paper application

All transcripts must be resubmitted for evaluation

Can upgrade for ½ the processing fee within 3 years

1. Application Fee – Money Order or Cashier's Check payable to CTC for \$50.00
2. Application Form (41-4)
3. Official Transcripts
4. Verification of Experience (if required)
5. Clearinghouse Fingerprints (as needed)

Extensions

- 2 – year extension on renewals for Professional Growth Hours
 - Can only be used once in a lifetime, so use this wisely
 - Associate Teacher does not qualify
 - Provide letter requesting extension
- RGA-7 Medical Appeal (Any level CD Permit)
 - Provide letter from applicant explaining appeal reason(s)
 - Supporting documentation (i.e. doctor's letter, copy of death certificate, etc.) – can be for a family member if you are the primary caretaker (need letter from doctor)

Extensions Cont.

- RGA-20 Failure to meet renewal requirements (Associate Teacher)
 - Letter from applicant stating, following a thorough search, coursework for renewal was not available
 - Letter from college/university registrar stating that coursework was unavailable during permit period to fulfill renewal requirements
 - Does not have to be courses in ECE, so this is extremely difficult to prove and nearly impossible.

Application Submittal

Applications may be submitted via US Mail to:

San Diego County Office of Education

6401 Linda Vista Road, Room 104

San Diego, CA 92111

OR

Via Walk-In Office Hours at our San Diego and San Marcos facility

Resources

- CD Permit leaflet CL-797
- CD Permit Worksheet/General Ed Coursework Guide CL-723a
- www.ctc.ca.gov
- SDCOE Website

Credentials/Livescan Department

Casey Choate, Supervisor III

Monica Robinson, Credential Analyst

Mario Castillo, Credential Technician

Lillian Harvey, Credential Technician

Jose Lopez, Credential Technician

Katie Pacheco, Credential Technician

Dawn Derouin, Fingerprint Clerk

Vacant, Credential Assistant

858-298-2194

sdcred@sdcoe.net

www.sdcoe.net

Hot Topic Re: T - K

- A Child Development Permit holder is NOT eligible to teach T-K
- Educator must hold a credential that authorizes Elementary Education teaching (i.e., Multiple Subject Teaching Credential) with a CD permit – Teacher level or higher may teach T-K
- Various options to qualify but easiest route for Elementary teacher is CD Permit Site Supervisor Permit based on School Age Emphasis – 6 semester units of coursework in Child Development and elementary education student teaching

QUESTIONS,
COMMENTS
OR TOPICS

Thank you
for
attending!