

Child Development Permits

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Credential Analyst

San Diego County Office of Education

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

www.ctc.ca.gov

[SDCOE Website](#)

CD Permit leaflet [CL-797](#)

CD Permit Worksheet/General Ed Coursework Guide [CL-723a](#)

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

Unit Requirements for the Permit

- All unit requirements are semester units/degree applicable (quarter unit equals $\frac{2}{3}$ of semester unit)
- Units must be from a regionally accredited institution
- ECE/Child Development units cannot count toward the General Education requirement
- All state funded ECE programs are required to hire staff with a CDP or a credential
- A CDP holder is not authorized to teach TK

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

Early Childhood Education (ECE)Core Units

Child Growth and
Development

Child, Family &
Community

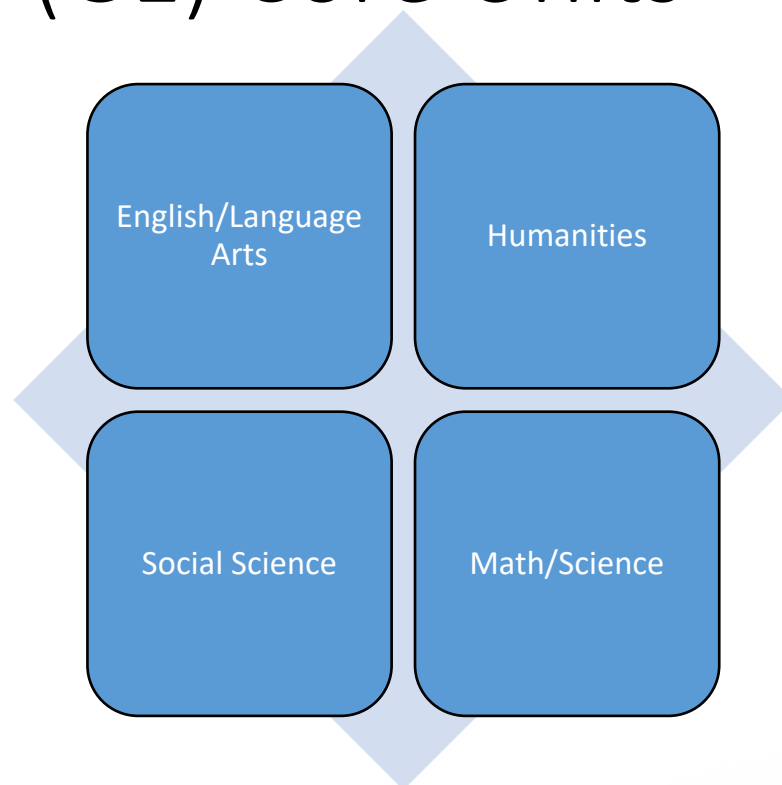
Programs
or
Curriculum

Must complete a minimum of 3 semester or 4 quarter units in each core area with a grade “C” or higher

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
- Elementary Education Student teaching - School-Age Emphasis

General Education (GE) Core Units



- Must have a course in each core area with a grade “C” or higher
- Minimum total of 16 semester units
- Courses must be degree applicable and Non-Remedial

Experience Requirement

- ☐ Minimum of 3 hours a day in an ECE setting (children 5 years or younger) instructional capacity, volunteer or paid to count as a day of experience:
 - Associate Teacher: 50 days within the last 2 years
 - Teacher: 175 days within the last 4 years
 - Master Teacher: 350 days within the last 4 years
 - Site Supervisor within the last 4 years, 100 days of supervising adults
 - Program Director: 1 year of Site Supervisor experience
- ☐ Must be on official letterhead with an original signature (Wet, adobe, or DocuSign only)
- ☐ Verification of Experience Form

Family Child Care Experience

- Applicant may use Family Child Care experience
- Must be licensed by the CA Department 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

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

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

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 or 4 qtr units supervised field experience

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 or 4 qtr units supervised field experience

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 or 4 qtr units supervised field experience
 Option 3: ☐ SC1A
☐ 12 semester units in ECE or child development
☐ 3 sem or 4 qtr 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 or 4 qtr units supervised field experience

AUTHORIZATION: 12F -- PROGRAM DIRECTOR

- 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 or 4 qtr units supervised field experience
 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 or 4 qtr units supervised field experience
☐ 6 sem units in admin of ECE or child development
 Option 4: ☐ Master's degree in ECE or child development

ECE/CD COURSE WORK (All Types)

(All Grades must be "C" or Better) (Non-remedial)

Child Development**School Age**

Course #	Sem. Units	Course #	Sem. Units
(CGD)		(CGY)	
(CFC)		(CYFC)	
(CUR)		(CSA)	
Total Semester Units			

GENERAL EDUCATION (for 12C & 12D)

	Course #'s	Sem Units
English		
Soc Sci		
Math/Sci		
Humanities		
Total Semester Units ≥ 16		

DEGREE(S) HELD**WORK EXPERIENCE (for 12B, 12C, 12D, 12E)**

_____ DAYS IN PAST _____ YEARS

SUPERVISED FIELD COURSE WORK

(for 12C, 12D, 12E, 12F: other options)

Course # _____ Units _____

SCHOOL-AGE EMPHASIS

- ☐ Where course work is one of the options, one-half of all ECE/CD course work must be completed in the school age area

AREA OF SPECIALIZATION OR SUPV & ADMIN.

(6 units Area of Specialization for 12D)

(6 units in Supervision & Administration for 12E, 12F)

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ADULT SUPERVISION (2 units for 12E, 12F)

Course #	Sem Hrs.

Prepared by: _____ Date _____

Child Development Permit Worksheet

CL-723a



Course work requirements:

- All course work must be completed with a grade of “C” or better (“pass”, “credit” and “satisfactory” grades meet this requirement)
- All course work must be degree-applicable (associate degree or higher) and non-remedial and completed at a regionally-accredited community or four-year college

English	Science	Humanities
Business English Composition Correspondence Creative writing Debate Drama English Forensics Grammar Journalism Language Acquisition Language Arts Literature Play Production Poetry Speech Theater Writing	Anatomy Astronomy Biology Botany Chemistry Cosmology Earth Science Ecology Environmental Science Evolution Forestry Genetics Geology/Geoscience Health Science Meteorology Nutrition (science-based) Oceanography Physical Anthropology Physical Geography Physics Physiology Thermodynamics Zoology	Architecture Art Art Civilization Classics Crafts Culture Dance Design Ethics Ethnic Studies Fine Arts Foreign Language Linguistics Logic Music Philosophy Sign Language <i>Note: Some courses that fall under the English area, such as speech, literature, and theater, may also be used in the Humanities area but courses may not be used in both areas for the same person.</i>
Social Science	Mathematics	
Anthropology Criminology Economics Ethnic Studies Geography Government Health Education History Human Behavior Human Relations Human Sexuality Law Political Science Psychology Sociology	Algebra Basic/General math Calculus Computer Science Consumer Math Geometry Mathematical Analysis Probability Statistics Trigonometry	

Child Development Permit Worksheet

CL-723a



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 specific courses.

- 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

CORE AREAS NEEDED:

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

- No longer requires 15 units to renew
- Need 105 hours of Professional Growth Hours to Renew
- Can be renewed (unlimited)
- Currently not renewable online – Must be a paper application

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

CORE AREAS NEEDED:

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

General Education (GE) Areas Needed:

One course in each of the four general education categories:

- English/Language Arts
- Math or Science
- Social Sciences
- Humanities and/or Fine Arts

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
- Elementary Education Student teaching (Kindergarten level or below) based on School-Age Emphasis option

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 Specializations

- 6 (additional) Semester Units
- Must focus on one particular area of Early Childhood Education
- Examples: Infant and Toddler Care, Preschool Programming, or areas of Curriculum
- Master Teacher Specialization Form must be completed if applying under Option 1

Adult Supervision

- Adult Supervision/Mentoring
- 2 Semester Units
- Must be in Child Development/Early Childhood Education Department
- May also be called “mentoring”

Site Supervisor – Options 1 - 4

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
- 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

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.
- Must be verified by the Verification of Experience form OR official letterhead verifying 100 days of supervising adults

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 **Administrative Services Credential**
 - ☐ 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

School-Age Emphasis (SAE)

- Coursework that covers ages birth-fourteen
- 50% of coursework required for School Age Emphasis
- Authorizes holder to provide services/instruction in before/after school programs

Upgrading

- Can upgrade for $\frac{1}{2}$ the processing fee within 3 years of the initial permit
- Must be done via paper application if utilizing the credit fee – if not, SDCOE can complete online recommendation
- All transcripts must be resubmitted for evaluation for upgrades

Returned Applications

- Incomplete applications will NOT be returned. A letter is sent requesting completed and corrected application
- 60 calendar days to return requested information
- New application and fee required if eligibility not met by original submission date

Renewals

- 105 hours of professional growth activities
- Child Development Permits at the Teacher Level and higher can renew using CTC Online
- \$100 plus \$2.65 online processing free for credit card
- Online renewals are typically processed within 10 business days
- Expired documents – if document has been expired for more than 18 months, you will need to submit new fingerprints

Renewals for Children's Center Permits

- Authorization Codes on documents: P101, P10S, etc.
- Must be renewed via paper application
- Cannot be renewed online
- Educator may switch over to the currently issued Child Development Teacher permit. Must provide verification of 175 days of experience within the last 4 years

Professional Growth

- 105 hours of professional growth required to renew all permits
- Guidance provided in the Child Development Professional Growth [Manual](#)

Appeals

- All permit types are eligible for a one time two year extension to all for completion of professional growth hours
- See Credential Information Leaflet [AL-3](#)

Online Application Process

- ☐ **Child Development Permit Checklist** (you must indicate type of permit requested)
- ☐ **San Diego County Office of Education [Temporary County Certificate](#) Form**
Only a Receipt will be issued for all Child Development Permits. If your employer needs it "activated" you must obtain a [Certificate of Clearance](#) from the CTC or hold another CTC document.
- ☐ **Fingerprints** There are 3 options to complete the CTC fingerprint requirement. Select one.
 - ☐ 1) Completed [41-LS Form](#) – this must be processed by a Livescan facility
 - ☐ 2) Copy of your Certificate of Clearance (printout from CTC website is ok)
 - ☐ 3) Copy of another CTC credential or permit (printout from CTC website is ok)
- ☐ **OFFICIAL TRANSCRIPTS showing required coursework** There are 2 options to submit official transcripts (these will not be returned). Check one box below.
 - ☐ 1) Electronic transcripts sent from your college or university directly to our email at sdcred@sdcoe.net
 - ☐ 2) Submit an original hardcopy to our office via mail or dropped off (not a printed pdf).
- ☐ **Verification of Experience Form OR Verification of Experience Letter (if applicable) [Form](#)**
must have an acceptable signature “wet” signature (pen on paper), Adobe or DocuSign ONLY OR an original, official letter on letterhead from the employer including dates and hours worked.

How to Apply for a Child Development Permit – Online Recommendation

Name: _____ Email: _____ Phone: _____

Other/Maiden Name: _____

Step 1: Gather the materials to verify you meet the requirements.

Please check each of the items you are submitting (one from each section):

- ☐ **Child Development Permit Checklist (THIS FORM)**
- ☐ **San Diego County Office of Education Temporary County Certificate Form**
Only a Receipt will be issued for all Child Development Permits. If your employer needs it "activated" you must get a Certificate of Clearance from the CTC or hold another CTC document.
- ☐ **Fingerprints**
There are 3 options to complete the CTC fingerprint requirement. Select one.
 - ☐ 1) Completed 41-LS Form – this must be processed by a Livescan facility
 - ☐ 2) Copy of your Certificate of Clearance (printout from CTC website is ok)
 - ☐ 3) Copy of another CTC credential or permit (printout from CTC website is ok)
- ☐ **OFFICIAL TRANSCRIPTS showing required coursework**
There are 2 options to submit official transcripts (these will not be returned). Check one box below.
 - ☐ 1) Electronic transcripts sent from your college or university directly to our email at sdcred@sdcoe.net.
 - ☐ 2) Submit an original hardcopy to our office via mail or dropped off (not a printed pdf). This does not need to be in a sealed envelope.
- ☐ **Verification of Experience Form OR Verification of Experience Letter (if applicable)**
Form must have an acceptable signature “wet” signature (pen on paper), Adobe or DocuSign ONLY
OR an original, official letter on letterhead from the employer including dates and hours worked.

Step 2: Submit the materials to our office.

Materials can be submitted in 3 ways. **ALL MATERIALS SHOULD BE SUBMITTED IN THE SAME ENVELOPE.** Failure to do so will result in a delay in processing. The only exception is if electronic transcripts are sent by the university when the remaining materials are sent together.

U.S. Mail	Drop off with the front gate staff	
SDCOE Credentials, Room 104 6401 Linda Vista Road San Diego, CA 92111	Linda Vista Office 6401 Linda Vista Road San Diego, CA 92111	North County Office 255 Pico Avenue San Marcos, CA 92069

Wait for our office to evaluate and recommend you for the permit.

This timeline is determined by the number of applications we receive. If you send all materials together, materials mailed or dropped off at our office are recommended within 3-4 weeks. Once recommended you will get an email from CTC to complete your application online. *****IMPORTANT:** Please make sure to click on the “**employer recommendation**” tab. If you click on the “**new credential application**” tab, the process for you to obtain your child development permit will be delayed and may be more expensive. The CTC will process the permit within 50 days and will email you at that time.

Must pay for the document within 50 days. If you do not complete steps within timeframe, your application will be cancelled

Payment will be made payable online with a credit card

Application Submittal

Application materials 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



If applying via [Child Development Training Consortium](#) – Paper application process until further notice. Educators must print and submit all forms for CDTC if applying via SDCOE.

SDCOE Services

Credential & Livescan Fingerprint Services

Linda Vista, San Marcos, and National City



Visit our main campus in Linda Vista for a full range of services Monday-Friday.

[6401 Linda Vista Road, San Diego, CA 92111](#)



Livescan Service

Mon walk-in from 10AM-3PM
Tue, Wed, and Thu by appt only 8AM-3PM
Fri walk-in from 10AM -3PM

Credential Services

Mon walk-in from 10AM -3:30PM
Tue, Wed, Thu walk-in from 8AM-3:30PM
Fri walk-in from 10AM-3:30PM

San Marcos (NCREC)

[255 Pico Ave, San Marcos, CA 92069](#)

Livescan Service

Mon walk-in 10AM-3PM (closed 12PM-1PM)
Tue and Thu by appt only from 8AM-3PM
Fri walk-in from 10AM-3PM (closed 12PM-1PM)

Credential Services

Mon walk-in from 10AM-3PM (closed 12PM-1PM)
Fri walk-in from 10AM-3PM (closed 12PM-1PM)

National City (SCREC)

[800 National City Blvd, National City, CA 91950](#)

Livescan Service

Tue and Thu by appt only from 8AM-3PM

Credential Services

Currently we do not offer credential services at this location. However, complete applications can be dropped of in a sealed envelope.

All posted hours subject to change due to holidays and meetings. Scroll to the [Important Notices](#) section on our website.

Direct questions to: sdcred@sdcoe.net or (858) 298-2194

Make a [Livescan Fingerprint Appointment](#) or Scan QR Code



QUESTIONS, COMMENTS OR TOPICS

[San Diego County Office of Education](#)
General Questions: sdcred@sdcoe.net
General Phone Number: 858-298-2194

Thank you
for
attending!