Child Development Training Consortium CDTC Services



Child Development Permit Application Completion

Cindy Lovett

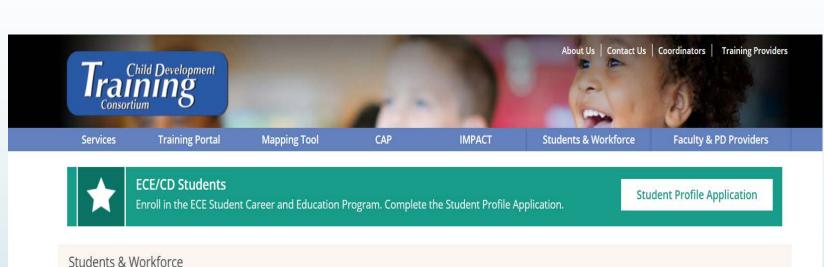
Administrative Technician

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www.childdevelopment.org

The Child Development Training Consortium is funded by: California Department of Education, Early Education and Support Division

CDTC Services



Early Childhood Education (ECÉ) Student Career & **Education Program**

- Community College students apply here to receive funds to pursue a career in child development at one of 105 participating California Community Colleges
- · Create and update your profile
- Locate a CDTC member college campus and contact the local faculty coordinator

Colleges & Training Providers

ECE/CD Department websites of all California Community Colleges, California State Universities, and other training providers.

Child Development Permit Stipend Program

Submit eligible Child Development Permit applications through CDTC for funding and apply for fingerprint processing fee reimbursement.

Workforce Registry

Register to help improve the professionalism and workforce quality in ECE.

Training Portal

Search for opportunities to advance your

- Trainings funded by the California Department of Education, Early Education and Support Division
- Online ECE and child development college courses
- Health and safety trainings

Access the Quality Improvement— Professional Development Participation

(CAP)

- View courses by course number and title at CAP-aligned colleges
- View CAP Expansion courses

California Early Care and Education Child Development Professional Resource Guide

Compilation of organizations, initiatives, services, & industry standards.

Child Development Permit Qualifications

CDTC Permit Processing Role

- CDTC provides technical assistance and pays application and fingerprint (Live Scan) processing fees for Child Development Permit applicants
- CDTC does not evaluate transcripts or state if an applicant meets the requirement for the applied permit level

Child Development Training Consortium (CDTC)

Permit Funding Levels

- First-time Permits at Assistant, Associate Teacher and Teacher
- Permit Renewals at Assistant, Associate Teacher and Teacher
- Permit Upgrades from Assistant, Associate Teacher and Teacher to a higher level permit
- Eligible permit applicants are assisted one time each fiscal year,
 August 1st July 31st, if funding is available
- If an applicant is applying for a level not funded by CDTC, the application must be submitted directly to the Commission on Teacher Credentialing with the appropriate fee

CDTC Permit Funding

- Permit funding is limited. At such time it is determined that the total permit stipend budget will be expended; permits will be processed according to the following priorities on a first-come, first-serve basis:
 - 1. Initial (first-time) permits starting with the lowest level permit
 - 2. Permit renewals starting with the lowest level permit
 - 3. Permit upgrades starting with the lowest level eligible permit

Title 5 Regulations

https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=I94CA4150D48711DEBC02831C6 D6C108E&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)

- Title 5 regulations are followed by the Commission on Teacher Credentialing when evaluating each application
- § 80105. Definitions.
- § 80107. Application Procedure and Date of Issuance of a Permit.
- § 80109. Levels of the Permit.
- § 80110. Child Development Assistant Permit.
- § 80111. Child Development Associate Teacher Permit.
- § 80112. Child Development Teacher Permit.
- § 80113. Child Development Master Teacher Permit.
- § 80114. Child Development Site Supervisor Permit.
- § 80115. Child Development Program Director Permit.

Title 5 Regulations as the Child Development Permit Matrix

Permit Title	Education Requirement (Option 1 for all permits)	Experience Requirement (Applies to Option 1 Only)	Alternative Qualifications (with option numbers indicated)	Authorization	Five Year Renewal
Assistant (Optional)	Option 1: 6 units of Early Childhood Education (ECE) or Child Development (CD)	None	Option 2: Accredited HERO program (including ROP)	Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.	105 hours of professional growth*****
Associate Teacher	Option 1: 12 units ECE/CD including core courses**	50 days of 3+ hours per day within 2 years	Option 2: Child Development Associate (CDA) Credential.	Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.	Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.
Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 General Education (GE) units*	175 days of 3+ hours per day within 4 years	Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.	105 hours of professional growth*****
Master Teacher	Option 1: 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units	350 days of 3+ hours per day within 4 years	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD settling	Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Site Supervisor	Option 1: AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	of supervising adults	Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, <u>blus</u> 3 units supervised field experience in ECE/CD setting; <u>or</u> Option 3: Admin. credential *** with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD setting <u>or</u> Option 4: Teaching oredential **** with 12 units of ECE/CD, <u>plus</u> 3 units supervised field experience in ECE/CD setting	Authorizes the holder to supervise a child care and development program operating at a single site, provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.	105 hours of professional growth*****
Program Director	Option 1: BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units	One year of Site Supervisor experience	Option 2: Admin. credential *** with 12 units of ECECD, <u>bus</u> 3 units supervised field experience in ECE/CD setting; <u>or</u> Option 3: Teaching credential*** with 12 units of ECE/CD, <u>bus</u> 3 units supervised field experience in ECE/CD setting, <u>plus</u> 6 units administration; <u>or</u> Option 4: Master's Degree in ECE/CD or Child/Human Development	Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program, and serve as coordinator of curriculum and staff development.	105 hours of professional growth*****

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

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

[&]quot;Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director

^{***}A valid Multiple Subject or a Single Subject in Home Economics.

Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6080 for assistance in locating an advis

How can the processing time be shortened?

- Submitting a <u>complete</u> Child Development Permit Application
- Approximate processing time in the CDTC office is 2 3 weeks, if the application is complete and funding is available
- Processing time at the Commission on Teacher Credentialing is approximately 2 ½ months, providing that no additional background or professional fitness review is required
- Total time for processing is approximately 3 months.

Child Development Permit Application

- Just like all other hard copy applications to the Commission on Teacher Credentialing, CD Permit applicants are required to submit form 41-4
- First time applicants to the Commission are to submit a Request for Live Scan Services fingerprint. Live Scan fingerprints for Department of Social Services, Community Care Licensing are not accepted by the Commission
- If the applicant has any type of document on file at the Commission, a Live Scan fingerprint is not required
- If any of the professional fitness questions are answered with "Yes", form OA-EF must be submitted, even if the information has been disclosed previously

Transcripts

- The Commission requires original official transcripts, eTranscripts are not accepted by CDTC
- Official transcripts can and should be opened and reviewed, make copies prior to submitting application for your records
- If course work is not clearly ECE/CD or degree applicable GE, submit a copy of the course description and copy of degree requirements from the college catalog
- Courses must be completed at a regionally accredited college, the back of the transcripts will provide the accreditation information

https://www.ctc.ca.gov/credentials/what-does-regional-accreditation-mean

Foreign transcripts must be evaluated by an agency approved by the Commission and a detailed evaluation must be requested Transcripts documenting all course work must be submitted when upgrading a permit, not just course work completed since the issuance of the initial permit http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf

Course Work

- All course work must be degree-applicable and non-remedial
- ECE/CD course work cannot count towards the GE unit requirement for the permit, even though it can towards the degree requirement
- Supervised field experience can count towards the unit requirement of the permit or towards the experience requirement, but the course cannot be used to meet both requirements
- Courses must be completed with a "C" or better ("pass" and "credit" grades meet this requirement)
- Course work must be a minimum of 3 semester units or 4 quarter units
- If applying under the alternative qualifications, the degree and supervised field experience must be posted on transcripts
- GE unit requirement, Math or Science, if Math is difficult, complete a non Math based science
- Option 1, Teacher or above, supervised field experience is not required

CDTC Course Work Resources



CDTC Course Work Resources



CDTC Course Work Resources



Specific Course Numbers at CAP Aligned Colleges

	91 Colleges	College Alignment Date	Child Growth & Development	Child, Family & Community	Introduction to Curriculum	Principles & Practices of	Observation & Assessment	Health, Safety & Nutrition	Teaching in a Diverse Society	Practicum
1	Allan Hancock College	12/2011	ECS 100	ECS 101	ECS 106	ECS 104	ECS 105	ECS 102	ECS 116	ECS 118
2	American River College	4/2010	ECE 312/PSYC 372	ECE 314	ECE 320	ECE 300	ECE 326	ECE 415/NUTRI 320	ECE 430	ECE 321
3	Bakersfield College	1/2011	CHDV B21	CHDV B42	CHDV B36	CHDV B20	CHDV B22	CHDV B49	CHDV B32	CHDV B41
4	Barstow College	9/2010	CHLD 4	CHILD 6	CHLD 9	CHLD 11A	CHLD 20	CHLD 14	CHLD 25	CHLD 49
5	Butte College	4/2012	CDF 14	CDF 12	CDF 63	CDF 48	CDF 40	CDF 80	CDF 57	CDF 78
6	Cabrillo College	4/2011	ECE 31	ECE 32	ECE 53	ECE 51	ECE 34	ECE 59	ECE 52	ECE 54
7	Cañada College	10/2010	ECE 201	ECE 212	ECE 211	ECE 210	ECE 333	ECE 313	ECE 254	ECE 366
8	Cerritos College	1/2011	CD 110	CDEC 113	CDEC 112	CDEC 111	CD 139	CDEC 161	CD 124	CDEC 164
9	Cerro Coso Community College	2/2012	CHDV C106	CHDV C104	CHDV C102	CHDV C100	CHDV C200	CHDV C121	CHDV C125	CHDV C203
10	Chabot College	7/2010	ECD 56	ECD 62	ECD 63	ECD 50	ECD 69	ECD 54	ECD 79	ECD 90
11	Chaffey College	2/2014	CDE 2	CDE 4	CDE 24 & 24W	CDE 1	CDE 3	CDE 5	CDE 6	CDE 25 & 25W
12	Citrus College	2/2013	PSY 206	CHLD 114	CHLD 116	CHLD 112	CHLD 154	CHLD 144	CHLD 150	CHLD 156 & CHLD 156L
13	City College of San Francisco	1/2011	CDEV 53	CDEV 67	CDEV 66	CDEV 65	CDEV 73	CDEV 92	CDEV 93	CDEV 72
14	Clovis Community College	10/2015	CHDEV 39	CHDEV 30	CHDEV 3	CHDEV 1	CHDEV 20	CHDEV 6	CHDEV 15	CHDEV 37A
15	College of Marin	2/2013	ECE 110	ECE 112	ECE 115	ECE 114	ECE 116	ECE 131	ECE 208	ECE 280
16	College of the Canyons	3/2014	ECE 101	ECE 125	ECE 123	ECE 121	ECE 129	ECE 127	ECE 165	ECE 131
17	College of the Desert	10/2012	ECE 10	ECD 12	ECE 40	ECE 001	ECE 46a	ECE 44	ECE 45	ECE 47
18	College of the Redwoods	3/2009	ECE 2	ECE 5	ECE 7	ECE 1	ECE 9	ECE 6	ECE 18	ECE 10
19	College of the Sequoias	11/2016	CHLD 039	CHLD 042	CHLD 149	CHLD 140	CHLD 126	CHLD 148	CHLD 158	CHLD 141
20	College of the Siskiyous	9/2011	ECE 1002	ECE 1003	ECE 1500	ECE 1001	ECE 2000	ECE 2002	ECE 1502	ECE 2502
21	Columbia College	4/2013	CHILD 1	CHILD 22	CHILD 35	CHILD 3	CHILD 4	CHILD 26	CHILD 36	CHILD 16 & CHILD 44
22	Contra Costa College	1/2014	ECHD 121	ECHD 220	ECHD 124	ECHD 120	ECHD 109	ECHD 133	ECHD 144	ECHD 290
23	Cosumnes River College	5/2009	ECE 312	ECE 314	ECE 320	ECE 300	ECE 326	ECE 415	ECE 430	ECE 321
24	Cuesta College	5/2012	ECE 201	ECE 202	ECE 203	ECE 205	ECE 206	ECE 204	ECE 215	ECE 210
25	Cuyamaca College	5/2014	CD 125	CD 131	CD 130	CD 123	CD 213	CD 134	CD 153	CD 212
26	DeAnza College	2/2013	CD 10G & CD 10H	CD 12	CD 54	CD 50	CD 52	CD 64	CD 68	CD51
27	Diablo Valley College	12/2011	ECE 124	ECE 130	ECE 123	ECE 125	ECE 249	ECE 126	ECE 144	ECE 250
28	El Camino College/Compton Center	5/2014	CDEV 103	CDEV 104	CDEV 115	CDEV 108	CDEV 114	CDEV 110	CDEV 112	CDEV 126
29	Feather River College	2/2012	ECE 162	ECE 153	ECE 152	ECE 157	ECE 150	ECE 159	ECE 160	ECE 158
30	Folsom Lake College	12/2011	ECE 312	ECE 314	ECE 320	ECE 300	ECE 326	ECE 415	ECE 430	ECE 321
31	Foothill College	3/2014	CHLD 1 & 2	CHLD 88	CHLD 89	CHLD 56N	CHLD 56	CHLD 95	CHLD 51A	CHLD 86B
32	Fresno City College	6/2009	CD 39	CD 30	CD 3	CD 1	CD 20	CD 6	CD 15	CD 37A
33	Fullerton College	8/2014	CDES 120F	CDES 201F	CDES 115F	CDES 122F	CDES 125F	CDES 215F	CDES 210F	CDES 225F
34	Gavilan College	2/2015	CD 40	CD 5	CD 32	CD 1	CD 4	CD 9	CD 7	CD 30A & CD 30B
35	Glendale Community College	7/2014	CHLDV 135	CHLDV 142	CHLDV 150	CHLDV 140	CHLDV 133	CHLDV 138	CHLDV 156	CHLDV 141, 180, 181, 182
36	Grossmont College	4/2010	CD 125	CD 131	CD 130	CD 123	CD 132	CD 134	CD 153	CD 106 & CD 133
37	Hartnell College	3/2012	FCS 14	ECE 2	ECE 4	ECE 1	ECE 10	ECE 19	ECE 53	ECE 12A
38	Imperial Valley College	6/2009	CDEV 104	CDEV 103	CDEV 105	CDEV 100	CDEV 106	CDEV 101	CDEV 107	CDEV 200

Alternative Qualifications

- All six levels of the permit have an alternative qualification
- At the Teacher level or above, 3 units of supervised field experience with kindergarten or below is required
- If the applicant is using student teaching in kindergarten, an original letter on letterhead from the college must be submitted to confirm the placement
- Option 2, Teacher alternative qualifications, the degree must be in ECE/CD or human development, no other degree will be accepted
- Option 2, Master Teacher and Site Supervisor are the same Bachelor's degree, any 12 units of ECE/CD, plus 3 units of supervised field experience
- Option 4, Program Director the Master's degree must be in ECE/CD or Human Development

Associate Teacher Renewal

- Associate Teacher can only be renewed one time
- Associate Teacher Renewal is an additional 15 units towards the Teacher permit, not professional growth.
- Remedial course work should not count towards the renewal
- Courses must have been completed after the issuance of the Associate
 Teacher permit, any units completed prior to the issuance date, will not count
 towards the renewal requirement
- If no units were completed, the permit holder cannot renew
- If the renewal requirement is not met, the permit holder has the option to downgrade to Assistant, but CDTC will not fund the downgrade
- If the permit holder held the Assistant prior to the Associate Teacher, they must renew the Assistant permit with 105 hours of professional growth
- If some units were completed towards renewal, the Commission may or may not issue a 1 year extension, CDTC will not fund

CDTC Permit Stipend Request Checklist

All of the CDTC Child Development Permit funding applications contain a checklist appropriate for the type of permit the applicant is applying for. Family Child Care providers have a different checklist, because the documentation of experience is different than center based applications.



2017 – 2018 Child Development Permit Stipend Submittal Checklist: First Permit Applicant

Before completing and submitting a permit application packet to the CDTC office, review and confirm permit funding level eligibility; refer to #2 of the Permit Application Policies & Instructions.

Confirm each step below by checking the boxes to ensure accuracy.

- □ 1. Complete the CDTC Child Development Permit Stipend Request Form.
 - Information must match Application Form 41-4 in step 2.
- □ 2. Complete CTC** Application for Credential Authorizing Public School Service Form 41-4.
 - Review for completeness, <u>ALL</u> five pages of the 41-4 form are required.
 - Section 1: Complete all required fields identified with an asterisk (*).
 - <u>Section 2</u>: For CREDENTIAL TYPE (OPTIONS), write, "Applying for my first permit". For Child Development Permit (PK field), write the level permit applying for and, using the Permit Matrix, write the option number (1 or 2) next to the permit level. Select the School-Age Emphasis box, if applicable, otherwise leave blank.
 - . Section 3: First time applicants enter N/A, renewal information not applicable.
 - <u>Section 4</u>: Answer ALL professional fitness questions (a-f), and follow the additional instructions for completing an explanation form for any "Yes" answers.
 - · Section 5: Read the statements and check the "I agree" box.
 - Section 6: Complete the information or enter N/A, if not employed by school district.
 - Section 7: Enter current DATE, CITY, COUNTY (not country), STATE, and SIGNATURE.
- □ 3. Complete the CTC Request for Live Scan Service Form 41-L5 and fingerprinting process.
 - A current listing of sites offering Live Scan electronic fingerprint services is available on the California Attorney General website: https://oag.ca.gov/fingerprints/locations.
 - A Department of Social Services Live Scan or clearance number from Department of Justice for employment purposes cannot replace the CTC Live Scan process.
- 4. Provide original transcripts or copies of transcripts signed by county office of education staff.
 - . CDTC will not accept eTranscripts, unless submitted by the county office of education.
 - · Sealed transcripts not required, CTC suggests opening them to review for required coursework.
- 5. Complete Verification of Experience Form, if using Option 1 for Associate Teacher or Teacher Permit.
- 6. Complete the CDTC Live Scan Fingerprint Processing Fee Reimbursement Request Form, attach the
 original receipt or signed copy of the 41-LS form.
- Complete Confidential Profile for Direct Service Participants Form (PD Profile).

Return completed Child Development Permit Application Packet with all required Commission on Teacher Credentialing application documents listed above to:

Child Development Training Consortium, P.O. Box 3603, Modesto, CA 95352

Make a copy for your records. Do not include any form of payment with your application. Incomplete application packets will not be processed and returned to the applicant.

For assistance email CDTC-Permit@yosemite.edu or call (209) 572-6080

CDTC: Child Development Training Consortium

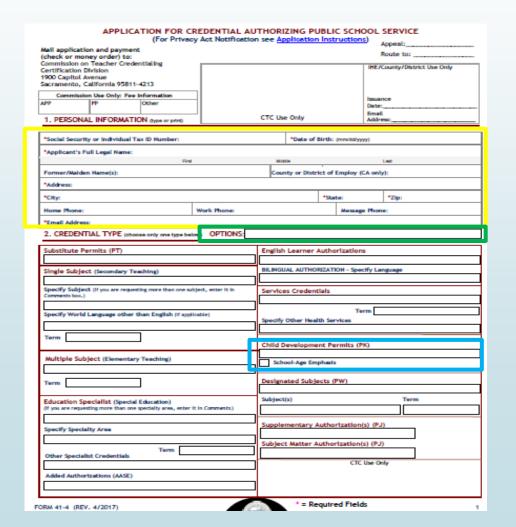
**CTC: Commission on Teacher Credentialing

Revised 8/15/17

CDTC Child Development Permit Stipend Request

Name on the CDTC Stipend Request should match the name on the 41-4. This form is required for all permit applications submitted to the CDTC.

Complete every gues	tion, sign, and da	te verification	statement. DO N	NOT USE ARB	REVIATIONS.
			nt with your applica		
			ets to the applican		
1) First Name:		2) Last N	lame:		
3) Birthdate (mm/dd/yyyy):		4) Last Five Dig	gits of Social Securi	ty Number: _	
5) Mailing Address:					6) State:
7) City:	8)	Zip:	9) County (r	not USA):	
10) Contact Phone Number: ()	100500	11) Gender:	Female	Male
12) Email Address:					22.22.20.00.00
13) Stipend Request Type, selec	t one*:	Applying for m	y very first Child D	evelopment Pe	ermit
You are applying for the Child Develo Consortium to pay the application for to the Commission on Teacher Crede	on your behalf	☐ Upgrading from	Assistant -OR- Assoo π an Assistant -OR- Renewal (Teacher I	- Associate Tea	OR- Teacher Permit cher -OR- Teacher
*If you do not qualify for one of these	stipends types, you n	nust submit your pe	rmit application direct	ly to the CTC with	the application fee.
(Only eligible if upgrading fro 15) School-Age Emphasis:	lo (ECE courses onl	ly) 🗆 Yes (Incli			
16) Race/Ethnicity: □ Asian □ Multi-raci	□ African-Ame al □ Pacific Island		Alaskan/ Native A Other (specify):		Hispanic/Latino White/Caucasian
17) Currently Attending College	: No IIYes,	Name of College	:		
 Iverify that all required doc will be returned to me unp information may be shared Support Division, and/or th 	rocessed and will d with the stipend	delay receipt of I provider; Calife	the permit for whornia Department se of evaluating the	ich I am apply of Education -	ing. I certify that my
Applicant's Signature:			Date:		
	is completed Pe n on Teacher Cr	edentialing pe	lequest Form wi	documents	to:
For assistanc	e email CDTC-F	Permit@vose	mite.edu or ca	II (209) 572	-6080
	rtium Staff Use Or			(Do not	write in this space)
	T 10 .				
PD Profile: Hard Copy Needed	Type of Permit:		Upgrade I Onlin	e Renewal	Fees Paid:



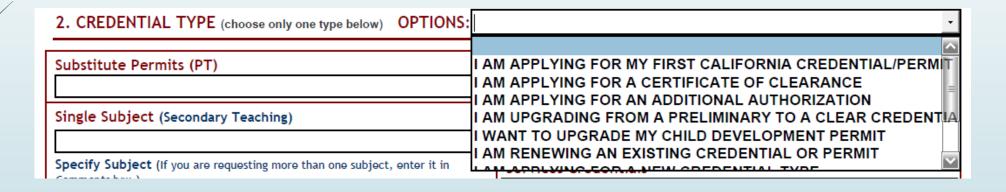
Always use the **most current** 41-4 available. The current 41-4 is revised 4/2017.

All fields with an * must be completed. If any of these fields are left blank or are incorrect, the application will be returned unprocessed for correction, delaying the process time.

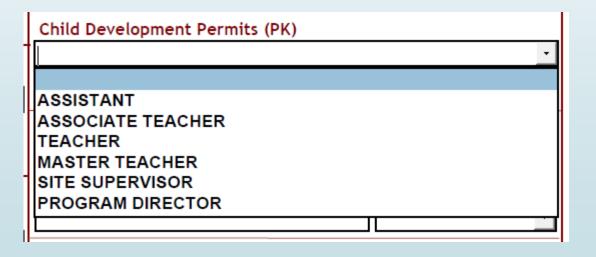
The Commission requires the full legal name of the applicant, the name should be consistent throughout the whole application.

*Social Security or Individual Tax ID Number:				*Date of B	Birth:	(mm/dd/yyyy)	
*Applicant's Full Legal Name:							
	First		Midd	le		I	Last
Former/Maiden Name(s):				County or District of Employ (CA only):			
*Address:							
*City:	*City:				*Stat	te:	*Zip:
Home Phone: Work Phone:					Message Phone	e:	
*Email Address:							

Applicants can complete the form online using the pulldown menu or write in First-time, Upgrade or Renewal



Applicants can use the pull down menu if completing online or write in the level of permit they are applying for. If applying under alternative qualifications, include the option that is being applied under.



3. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION (CURRENT CHILD DEVELOPMENT PERMIT HOLDERS)

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and seproved professional growth activities for each five-year renewal. These activities must be recorded on the Professional Growth Pila and Record form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your Professional Growth Plan and Record form for one year following the submission of this application.

LAR		

I certify (or declare) that I have read the above and completed the following for this renewal	of my clear credential:
I have completed hours of professional growth activities	
My Professional Growth Advisor is	
Advisor's Name	Advisor's Phone Number

4. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding $\underbrace{Professional\ Fitness\ Explanation\ Form}$.

Before granting your application, the Commission will review, at a minimum:

- · Federal Bureau of Investigation criminal history (rap sheet)
- · California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- · Previous reviews by the Commission
- Complaints from others
- · Notifications from school districts
- · Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- · It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- · You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended



Warning: You will be required to sign your application under penalty of perjury; by doing so you are also stating:

- · That the information you provide is true and correct;
- . That you understand any and all instructions related to your application
- . The Commission may reject your application if it is incomplete and it will be delayed;
- Failure to disclose any information requested is falsification of your application and the Commission may reject
 or deny your application or take disciplinary action against your credential

4. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding *Professional Fitness Explanation Form*.

Professional Fitness Explanation Form OA-EF and supporting documents must be submitted with **all** applications if any question is marked "Yes", firsttime, upgrade and renewals.

Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission does not accept cash payments. All application fees are non-refundable.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

1	7. OATH AND AFFIDAVIT								
	I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.								
	Date City State								
	SIGNATURE OF APPLICANT								
	Comments/Additional Subject Requests:								

Page 5 must include a current date, City, **County** (not country), State and Signature. If any of these fields are left blank or are incorrect, the application will be returned unprocessed for correction, delaying the process time.

		itution of the United States of America, the Cor te of California. I hereby certify (or declare) ur	
the laws of the St	tate of California that all the foregoing s	statements in this application are true and corr	rect.
		County	

Common Mistakes Center Based Verification of Experience

rom:		То:
	(Month/Year)	(Month/Year)
the position of:		
	(Job Title)	
th children ages		

Dates of employment/volunteer must be within the time frame for the level of permit applying for. The Commission reviews this form very thoroughly. Age group of children must be included. Only experience with kindergarten and below will count 100% of the time. School-age care programs only count 25% towards the experience requirement.

The requirement is total **DAYS**, not hours. There is an average of 20 working days a month, not 30 or 31.

	Training	Child Development Perm Verification of Exp	A STATE OF THE PARTY OF THE PAR
Have curr If experied days, have bmit this for DO NOT r	ent and/or prev nce from more t e a separate Ve orm as part of a nail any paperw	ed experience when applying for a child develop ious employer complete this form to verify the rhan one position and/or employer is needed to rification of Experience form completed by each e complete Child Development Permit application rork separately to the Child Development Training Teacher Credentialing (CCTC).	equired experience. leet the required numbe imployer. In packet.
		indicate the Child Development Permit Level ap	
	nit Level:	Required experience:	Within the pa
	ciate Teacher	50 days, working at least 3 hours per day	2 Years
☐ Teac		175 days, working at least 3 hours per day	4 Years
	ter Teacher	350 days, working at least 3 hours per day	4 Years
☐ Site:	Supervisor	350 days, working at least 3 hours per day*	4 Years
-		Experience must include at least 100 days of su	ipervising adults
☐ Prog	ram Director	One year of site supervisor experience	
In	the position of:	(Job Titic)	
Wi	th children age		
*For Site Su	pervisor Permit o	lunteered at least 3 hours per day by the appl only, verifying the experience includes at least 100 d To:	
Responsibili		Name:	
Responsibili	School/Agency		
	School/Agency		
Employing	School/Agency Address: City:		Phone:
Employing	Address:	Zip: ſ	Phone:
Employing Agency:	Address: City:	Zip: f	

CDTC Live Scan Fingerprint Reimbursement

An original receipt is required for reimbursement. If a copy of the 41-LS is submitted as the receipt, the copy must include an original signature. Money order receipts are not an acceptable receipt.



Live Scan Fingerprint Processing Fee Reimbursement Request Form

For CDTC Staff Use Only
Staff Initials: Approved Payment:

Policies

- Only first-time permit applicants at the three lower permit levels are eligible to apply for the Live Scan fingerprint processing fee reimbursement, renewals and upgrades not eligible.
- Reimbursement only covers to the FBI and DOJ fees, not the agency fee to submit fingerprints.
- Only Live Scan fingerprints sent electronically to the Commission on Teacher Credentialing for obtaining a child development permit are eligible for reimbursement.
- · Only the permit applicant, their employer, or other agency can receive reimbursement payments.
- Reimbursement payments are processed on a first come, first serve basis.
- · Funding is limited; submission of the request form does not guarantee a reimbursement payment.
- Please allow 4-6 weeks for processing.
- The Reimbursement Request Form is returned to applicant unprocessed when the applicant is not
 eligible for reimbursement based on these policies, information is missing, or funding is not available.

Instructions

Applicant's Signature

- . Complete every question, sign, and date the certification statement (#15) below.
- Attach the <u>ORIGINAL RECEIPT</u> showing the billed and paid Live Scan processing fees.
- If given a copy of the 41-LS as a receipt, an original signature and date from the Live Scan operator must be included on the photocopy.
- . Submit this form and receipt with the Child Development Permit Application Packet.

1. First Name:	2. Last Name:	
3. Birthdate (mm/dd/yyyy):	4. Last Five Digits of So	ocial Security Number:
5. Reimbursement Check Issued To (select only or Note: The check will be issued by the Yosemite Co		
6. Name to Appear on Reimbursement Check:		
7. Address to Mail Reimbursement Check:		
8. City:	9. State:	10. Zip code:
11. Permit Applicant Contact Phone: ()		
12. Permit Applicant Work Phone, if applicable: ()	
13. Permit Applicant Email:		
14. Permit Level Applying For (select only one):	□ Assistant □ Asso	ciate Teacher 🗆 Teacher
 I hereby certify that this Live Scan Fingerprint and that an acceptable receipt is attached, do 		

For assistance email CDTC-Permit@yosemite.edu or call (209) 572-6080

Revised 8/15/17

Professional Growth

- Assistant, Teacher and above is renewed with 105 hours of professional growth
- Permit holder cannot renew without an advisor.
- A permit holder cannot be their own advisor
- It is the responsibility of the permit holder to find an advisor
- Hours must be completed from a minimum of 2 different categories
- An advisor does not have to be listed on the CDTC web site or complete a training before advising
- Minimum requirement to become an advisor is Teacher level permit, with 3 years of experience or a director of a title 22 program for 5 years
- Advisor does not have to hold a higher level permit than the permit holder they are advising
- Page 5 "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."
- Professional growth during <u>paid time can count</u>, but the training must be optional to attend, not a required training

Recommendations Relating to Permit Renewal

- PG requirements more intentional by tying to ongoing development of adopted set competencies
- Aligning with local QRIS participation
- Desired Results Development Profile DRDP
- CA Preschool Learning Foundations
- CA Preschool Curriculum Frameworks

Proposed Revisions to the Child Development Permit

Early Childhood Education Commission on Teacher Credentialing

- http://www.ctc.ca.gov/educator-prep/early-care.html
- Review the above link to follow the progress of the proposed revisions to the Child Development Permit Matrix
- Review the September 23, 2016 meeting agenda item 2E, this document provides a good overview of current requirements and proposed changes
- At this time, there are no new changes to the current Child Development Permit
- Any change grandfathers in those with existing permits and would likely take at least a year for implementing regulations

Assistant

-Assistant – Eliminate this level

Associate Teacher

- -Assist in instruction under the supervision of a Teacher permit or higher
- -12 units ECE/CD, including core, Associate Teachers serving birth to 3 shall have 3 units specific to infants and toddlers
- -50 days of 3+ hour per day within the last 2 years; or 50 hours of supervised clinical practice
- -NO LIMIT OF THE NUMBER OF TIMES THE PERMIT CAN BE RENEWED. Complete 105 hours of PG, with at least 21 hours per year, of professional growth activities aligned with adopted competencies

Teacher

- -Teachers serving birth to 3 shall have 3 units specific to infants and toddlers
- -Option 1 Associate degree (AA/AS/AS-T) in ECE/CD or comparable degree in ECE/CD that includes 60 semester units
- -Option 2 40 semester units (including 24 units ECE/CD, plus 16 GE units for initial permit. Renewal requires meeting Option 1 within the 1st renewal period, or completing 20 additional units towards a baccalaureate degree
- -Both options coursework related to the full development range: Infant/toddler, preschool and school age

Teacher - continued

- -210 hours of clinical experience to include a minimum number of hours student teaching for both options
- -Complete 105 hours, with at least 21hours per year, of PG activities aligned with the adopted competencies, including units toward a baccalaureate degree, if not already completed

Teaching Specialist

- -Change Master Teacher to Teaching Specialist with an option to allow an added Administrator authorization to serve as Site Supervisor
- -Revise authorization to reflect coaching support related to quality improvement and a Teaching Specialist serving ages birth to 3 shall have coursework specific to development and care of infants and toddlers
- -Option 1 Baccalaureate degree in ECE/CD
- -Option 2 Baccalaureate degree in any discipline with 36 semester units of ECE/CD; including 18 semester units of upper division coursework

Teaching Specialist (continued)

- -Require both options: coursework related to the full development range: Infant/toddler, preschool and school age; 2 semester units of adult supervision; and 6 semester units in a concentration area
- -2 years experience while holding a Child Development Teacher Permit
- Complete 105 hours, with at least 21hours per year, of PG activities aligned with the adopted competencies

Program Administrator

- -Revise authorization to reflect coaching support related to quality improvement and a Teaching Specialist serving ages birth to 3 shall have coursework specific to development and care of infants and toddlers
- -Option 1 Baccalaureate degree or higher with 15 semester units of management/administration/supervision/leadership/policy including 6 administrative units, 2 adult supervision units and 24 semester units of ECE/CD including coursework related to serving infants and toddlers

Program Administrator (continued)

- -Option 2 Posses an Administrative Services credential with 12 semester units in ECE/CD and 3 semester units of supervised field experience in an ECE setting
- -Option 3 Posses a Multiple Subject teaching credential with units and field experience as listed in Option 2, with 12 semester units that include specification of areas of competency needed for ECE/CD and 6 semester units of administration
- -Option 4 Posses a master's degree in ECE/CD or Child/Human Development that includes 15 semester units of management/administration/supervision/leadership/policy including 6 administrative units, 2 adult supervision units

Program Administrator (continued)

- -5 years experience as a teacher of ages birth to 12
- Complete 105 hours, with at least 21hours per year, of PG activities aligned with the adopted competencies

- Permit holders under the current regulations would be grandfathered in, but if a permit was to expire or a permit holder wanted to upgrade, they would have to apply under the new requirements
- It is important to remember, so far, all recommendations are proposed!
- If any recommendations do move forward for approval, the implementation *may* not be until the end of 2018 or 2019

Questions or Comments?

Child Development Training Consortium

Web Site - <u>www.childdevelopment.org</u>

Main Line - 209 572-6080

Cindy Lovett - email: <u>lovettc@yosemite.edu</u>

Direct phone: 209 548-5728