



## Child Development Training Consortium

### Child Development Permit Stipends FAQ

#### Fees

**Q. Do I have to send money?**

A. No. CDTC pays all the processing fees (\$111.00, \$55.00, or \$27.50).

**Q. How often will the CDTC pay for a Child Development Permit for the same individual?**

A. Applications may be submitted at anytime, however they are processed on a first-come, first serve basis. Funding is limited. Applicants may be served twice each program year (August-July).

#### Fingerprints

**Q. Can I use the Live Scan fingerprinting that I had done for my job to apply for the permit?**

A. No. The first time that you apply to the California Commission on Teacher Credentialing you must submit a Live Scan fingerprinting that is done specifically for the California Commission on Teacher Credentialing.

**Q. Where can I have a Live Scan done for my permit?**

A. Contact your local county office of education, police or sheriff's department, or call Sylvan/Indentix Fingerprinting Center at 1-800-315-4507. Be sure to request a Live Scan for the California Commission on Teacher Credentialing. The average Live Scan cost is \$76. The CDTC will reimburse \$51 of the cost if you apply for your permit through the CDTC.

**Q. Do I need to re-do the fingerprints when I'm upgrading or renewing a permit?**

A. No. You only need to submit fingerprints the first time you apply for a permit or credential through the California Commission on Teacher Credentialing (CCTC).

#### Form 41-4

**Q. How do I obtain form 41-4?**

A. Go to the Commission on Teacher Credentialing (CTC) website at [www.ctc.ca.gov](http://www.ctc.ca.gov).

**Q. Can I submit form 41-4 online?**

A. No. You may enter the information online, but you must print the form, add your signature and submit with all of the other documents to the CDTC office.

**Q. Do I have to include my email address on form 41-4?**

A. Yes. Effective September 1, 2008, the CTC will only provide credentials, certificates, and permits through an online view and print process. Forty-eight hours prior to the posting of your permit document on the CTC website you will receive an email notification. This will be the only notification you will receive.

**Q. If I answer yes to any of the questions in Section 3, "Professional Fitness Questions", what do I need to submit?**

A. You must submit form 41-ECC, "Criminal Conviction or Pending Criminal Charge". This form is available on the CTC website.

## Permit Specifics

**Q. Do I send a photocopy or the original permit when I am upgrading?**

A. If you are under the old regulations (before 2/1/97), then you send a photocopy of your permit. If you are under the new matrix (after 2/1/97) and you are upgrading in three (3) years or less, then you send the original permit document. If you are upgrading after three years send a photocopy of your permit.

**Q. If my Regular Children's Center Instructional permit has expired, can I apply for a permit?**

A. Yes, you will need to apply for a Child Development Permit and resubmit all transcripts and verification of current experience.

## Qualifications

**Q. Are there any other related fields for Alternative Qualification or Option 2 for a teacher?**

A. No. Under Alternative Qualification or Option 2, the AA must be in Child Development or Human Development. There is no other related field.

**Q. What is "three units in supervised field experience"?**

A. Some examples would be practicum, child development lab, or an internship classes.

**Q. Does volunteer time count towards work experience?**

A. Yes. The time counts as long as you volunteer for a minimum of three (3) hours at a time.

**Q. How do I know if my general education units count toward a permit?**

A. You must have units from English, Humanities, Social Sciences, and Math or Science. The courses must be degree-applicable.

## Miscellaneous

**Q. Can I be working on my units when I apply?**

A. No. All course work must be completed and posted on transcripts before the CCTC will accept the units.

**Q. How long will it take for me to receive my permit after I apply?**

A. After you receive the letter from the Child Development Training Consortium office, please allow up to three months for processing time at the CCTC. Effective September 1, 2008, the Commission on Teacher Credentialing (Commission) will only provide credentials, certificates, and permits through an online view and print process. The Commission will no longer print and mail these documents. Forty-eight hours prior to the posting of your permit document on the CTC website you will receive an email notification. After the third month, if you have not received your permit, you may call the Commission toll free at 1-888-921-2682 between the hours of 1:00 pm-4:45 pm or email [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov).