

Child Development Permit Matrix

WHAT ARE THE STEPS OBTAINING A PERMIT?

1. Verify the required RCC coursework for the permit. You can only apply credit for courses that you earned a "C" or better.
2. Select the permit level that will be your goal.

PERMIT LEVELS

Child Development Assistant
Child Development Associate Teacher
Child Development Teacher
Child Development Master Teacher
Child Development Site Supervisor
Child Development Program Director

3. Call Child Development Training Consortium requesting permit application packet:
[Cindy Lovett 1(209)572-6082]
4. Call California Commission on Teacher Credentialing to request two State forms needed for the packet: 1(888)921-2682 or download the forms at:
www.ctc.ca.gov/credentialinfo/apps_forms.html.

- 41-4 (yellow)--Application for Credential Authorizing Public School
- 41-CIC (blue)--Application for Character and Identification Clearance Instructions and Information

5. Get copies of official sealed transcripts for all colleges attended. (Do not open!)
6. Use Livescan fingerprinting form sent in packet (Child Development Training Consortium Application Packet) to make appointment to have your fingerprints scanned. One of many locations:

Community Care Licensing Office
3737 Main Street, Suite 700
Riverside, CA 92501
1-800-315-4507

7. It is important that you read the Livescan fingerprinting reimbursement information before you make your appointment. You will want to understand the fees and reimbursement policies.

8. Get Livescan fingerprinting done at appointment time.

9. Take Verification of Experience form to all previous employers to get verification of work experience. This must be very specific. Start and end dates and number of hours per day must be included.

10. Fill out the complete application:

*Use application checklist to put completed paper in order.

*Make duplicate copies of everything.

11. LAST STEP! Make an appointment to review and have application signed with:

JoAnn Storar, Program Director, 739-0068
(Steps 1-10 must be met before an appointment is scheduled)

HELPFUL HINTS

1. Start a file or portfolio of all materials for your records.
2. Make an appointment with a member of the ECS Department to ensure you have met the requirements needed for permit level.
3. Aim High. Go for your goals!

Permit Matrix

Child Development Permit Matrix with Alternative Qualification Options Indicated

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); or Option 3: CCTC approved training.	Assist in the instruction of children under supervision of Associate Teacher or above.	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	50 days of 3+ hours per day within 2 years Option 2: Child Development Associate (CDA) Credential; or Option 3: CCTC approved training.	May provide instruction and supervise Assistant.	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 or related field with 3 units supervised field experience in ECE setting; or Option 3: CCTC approved training.	May provide instruction and supervise all above (including 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 with 12 units of ECE, plus 3 units supervised field experience in ECE setting; or Option 3: CCTC approved training.	May provide instruction and supervise all above (including Aide). May also serve as coordinator of curriculum and staff development.	105 hours of professional growth****
Site Supervisor	Option 1: AA (or 60 units) with 24 ECE/CD units including; -core	Option 1: AA (or 60 units) with 24 ECE/CD units including;	Option 2: BA or higher with 12 units of ECE, plus 3 units supervised field experience in	May supervise single site program, provide instruction,	105 hours of professional growth****

	courses** -16 GE units* -6 administration units -2 adult supervision units	core courses** 16 GE units* 6 administration units 2 adult supervision units	ECE setting; or Option 3: Admin. credential *** with 12 units of ECE, plus 3 units supervised field experience in ECE setting or Option 4: Teaching credential with 12 units of ECE, plus 3 units supervised field experience in ECE setting; or Option 5: CCTC approved training.	and serve as coordinator of curriculum and staff development.	
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Program Director	Option 1: BA with 24 ECE/CD units including; -core courses** -16 GE units* -6 administration units -2 adult supervision units	Site supervisor status and one program year of site supervisor experience	Option 2: Admin. credential *** with 12 units of ECE, plus 3 units supervised field experience in ECE setting; or Option 3: Teaching credential with 12 units of ECE, plus 3 units supervised field experience in ECE setting, plus 6 units administration; or Option 4: Master's Degree in ECE or Child/Human Development; or Option 5: CCTC approved training.	May supervise multiple-site program, provide instruction, and serve as coordinator of curriculum and staff development.	105 hours of professional growth****
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* One course in each of four general education categories, which meet graduation requirements:
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
* * * Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.
* * * * Professional growth hours must be completed under the guidance of a Professional Growth Advisor.
Call (209) 341-1662 for assistance in locating an advisor.
NOTE: All unit requirements must be semester units. All course work must be completed with a grade of C or better. Spanish and Chinese translations available.
This matrix was prepared by the Child Development Training Consortium,
www.childdevelopment.org.
Call (209) 572-6080 for a permit application.