

# CHILD DEVELOPMENT PERMIT PROCESS

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## STEP 1:

### Review the Permit Matrix

To determine which level of the Permit you qualify for, review the Child Development Permit Matrix found at [www.childdevelopment.org](http://www.childdevelopment.org) under the "Permit Stipends" link. The matrices are located in the right column, where you will also find a link for Frequently Asked Questions.

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## STEP 2:

### Complete the Required Coursework

Review the ARC ECE catalog information or ECE Certificates and Degree brochure for a complete listing of coursework for each level of the Permit.

*Recommended:* Meet with a counselor and create an educational plan.

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## STEP 3:

### Complete the Permit Application

Download a Permit Application at [www.childdevelopment.org](http://www.childdevelopment.org). Applications are located under the "Permit Stipends" link. If you are still unsure about which level of the Permit you qualify for, contact an ECE faculty member, email [CDTC-Permit@yosemite.edu](mailto:CDTC-Permit@yosemite.edu), or call 1(209)572-6080.

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## STEP 4:

### Review Your Permit Application

Use the Submittal Checklist on page two of the application. Make sure you have checked off every step, including completion of the Verification of Experience form.

*Note:* Special forms for Family Child Care Providers are found within the Licensed Family Child Care Permit Application

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## STEP 5:

### Meet with ECE Faculty (Optional)

You must meet with a participating faculty member if you have completed all of your coursework at ARC **AND** want to have your application fast-tracked. (You may qualify for the "Verification of Completion" program.)

Other students are not required to meet with faculty, but still have the option to do so. Contact any ECE faculty member for guidance, email either [CDTC-Permit@yosemite.edu](mailto:CDTC-Permit@yosemite.edu) or [credentials@ctc.ca.gov](mailto:credentials@ctc.ca.gov), or call CDTC at 1(209)572-6080.

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## STEP 6:

### Submit Your Application

Submit your application directly to the Child Development Training Consortium if you wish to get your Permit application processing fees paid for and receive a partial reimbursement for the Live Scan fingerprinting fees. Visit [www.childdevelopment.org](http://www.childdevelopment.org) for current funding information.

Submit your application directly to the Commission on Teacher Credentialing if you wish to pay your own fees. Visit [www.ctc.ca.gov](http://www.ctc.ca.gov) for payment information.

Allow up to three months for processing.