

# BANANAS HANDOUT

## Child Development Permits

### WHAT IS A CHILD DEVELOPMENT PERMIT?

A Child Development Permit is a certificate which states that you have fulfilled certain requirements. It authorizes you to teach or supervise in a child development program. Child Development Permits are issued by the State of California Commission on Teacher Credentialing. There are six different kinds of permits. The requirements for each are explained on pages 3 and 4. Child Development Permits were formerly known as Children's Center Instructional Permits.

### WHO NEEDS A CHILD DEVELOPMENT PERMIT?

You must have a permit to be eligible to apply for jobs as TEACHERS or DIRECTORS in subsidized centers funded by the Child Development Division of the California Department of Education. Other kinds of programs can choose to require permits as well.

### DO OTHER CHILDCARE WORKERS NEED PERMITS?

Teachers and directors in licensed non-subsidized centers do not need permits. However, they do need to meet the Department of Social Services (DSS) licensing requirements. **Teachers in DSS licensed programs** need to have 12 semester units in Early Childhood Education or Child Development and at least six month's experience. Teachers must have at least six semester units before working in a childcare center and must continue taking a minimum of two units each semester until the total 12 are earned. **Teachers working in Infant and Toddler programs** need an additional three units in infant and toddler education. **Directors** must have 12 semester units in ECE/Child Development and three units in administration or staff relations, plus four years of teaching experience in childcare. In order to meet DSS requirements "experience" means working at least three hours per day. **Directors of Infant and Toddler programs** must have an additional three units in infant and toddler education according to DSS. If applicants have more than the minimum educational requirements, they need less experience in order to qualify as directors. **Call BANANAS, (510) 658-7353, or the local DSS licensing office, (510) 622-2602, for more information.**

Teacher aides (sometimes referred to as instructional aides) are not required to have permits in either subsidized or non-subsidized centers. Programs can, however, choose to require permits for these positions.

### HOW DO YOU APPLY FOR A PERMIT?

- Apply by mailing or presenting specific documents to the Commission on Teacher Credentialing at 1900 Capitol Avenue in Sacramento.
- To talk to a certification analyst or to make an appointment, call (916) 445-3340. For general information, call (888) 921-2682, or visit the website at [www.ctc.ca.gov](http://www.ctc.ca.gov).
- The mailing address is P.O. Box 944270, Sacramento, CA 94244-2700.
- To have your application reviewed locally by a credential technician at the Alameda County Office of Education, call (510) 670-4261 for an appointment. The address is 313 West Winton Avenue in Hayward.
- To find out if the permit fees will be reimbursed, visit the Child Development Training Consortium (CDTC) website, [www.childdevelopment.org](http://www.childdevelopment.org), or call (209) 572-6080.

### WHAT DOCUMENTS ARE NEEDED FOR A PERMIT APPLICATION?

You will need to include all of the following items when you mail in your application:

- Application form (available from the Commission; BANANAS has a limited supply).
- Copy of LiveScan and proof of payment (2005 fees ranged from \$76 to \$81 for first-time applicants).
- Form 41-EXP or letters from current or former employers documenting work experience.
- Official college transcripts. If your college work was done in a country other than the United States or Canada, you must include an evaluation from one of the transcript evaluation services approved by the Commission and all transcripts have to be translated. There is a fee to evaluate foreign transcripts, degrees and relevant documents. Please contact the Commission for a list of agencies offering this service.
- Filing fee (2005 fee was \$55 for first-time applicants).
- CDTC forms to apply for fee reimbursement.

## WHAT HAPPENS AFTER ALL DOCUMENTS ARE GIVEN TO THE COMMISSION?

All documents are analyzed by the Commission staff and you will be notified if you meet the requirements for the permit. If your application is incomplete, it will be returned to you. You would then need to gather the missing documentation and mail the complete application back to the Commission. Once all requirements are met, the permit will be issued. IT TAKES TIME – about four to six months. Call the Commission if you haven't heard from their staff within six months.

## WHERE CAN YOU GO TO TAKE THE REQUIRED CHILD DEVELOPMENT COURSES FOR A PERMIT?

The Commission defines “child development course work” as courses primarily related to children five years or younger, completed at a regionally accredited institution of higher education. A quarter of your course work can include courses related to children five to eight years of age. Course work cannot include adult education or high school courses in child development. In the Bay Area, the following institutions offer courses meeting the permit requirements: Merritt (including some courses taught at BANANAS), Pacific Oaks Extension, Mills, Holy Names, Chabot, U.C. Berkeley, U.C. Extension, San Francisco State Extension, San Francisco City, Diablo Valley, Contra Costa, Los Medanos, and Cal. State Hayward. Call the college of your choice or visit their respective websites for course and program information.

## WHERE CAN YOU GET WORK EXPERIENCE WHICH IS ACCEPTED BY THE COMMISSION?

Work experience includes working or volunteering in a licensed group childcare or early childhood education program for children operated by a person, association, organization, or school district legally authorized to conduct such programs. These include but are not limited to: family childcare and center-based programs for infants and toddlers, as well as preschool and school-age children. Experience must be with children in grades kindergarten and below, but the Commission will allow 25% of the experience to include children up to eight years of age.

For a child development permit, a “day of experience” means service in an instructional capacity in a childcare and development program for at least three hours a day. Check the regulations pertaining to the specific number of days of experience required for the type of permit you want on pages 3 and 4 of this handout.

## CAN YOU WORK IN A CENTER WHILE THE PERMIT IS BEING PROCESSED?

Yes, if in the opinion of your employer you have evidence that proves you have completed all your requirements (transcripts, documentation of experience, etc.).

## WHAT IS PROFESSIONAL GROWTH?

Permit renewals require 105 hours of professional growth except for the associate teacher permit which has other requirements (see page 3). Professional growth is defined as “participation in activities that contribute to the permit holder’s competence, performance or effectiveness in the early childhood profession.” Such activities may include, but are not limited to college or university course work, conferences, workshops, institutes, academies, symposia and staff development programs. Professional growth hours must be approved by a professional growth advisor. To locate an advisor, call BANANAS, (510) 658-7353, or the Child Development Training Commission, (209) 341-1662 or visit the Commission’s website, [www.childdevelopment.org](http://www.childdevelopment.org).



## WHAT IF I ALREADY HAVE A PERMIT UNDER THE OLD REGULATIONS?

People already holding permits issued before the new permit regulations took effect will not be required to change to the new permit system *as long as they do not let their existing permits expire*. This includes Clear Permits. However, if the permit holder allows the old permit to expire, the applicant may have to reapply using the new regulations. Anyone currently holding a permit can choose to apply and change over to the new permit system but there is no requirement to do so. Remember older permits *must always be renewed prior to their expiration date*.

## TYPES OF PERMITS, THEIR REQUIREMENTS, AUTHORIZATIONS AND RENEWALS

All units mentioned are semester units and course work must have a grade of “C” or better.

### TYPE: Child Development Assistant

- Requirements:
- 6 units in ECE/Child Development
  - or
  - Successful completion of an accredited secondary Home Economics and Related Occupations program (HERO) or Regional Occupational Program (ROP) which provides training in child development-related occupations
  - or
  - Completion of equivalent training approved by the Commission on Teacher Credentialing.

Experience: No experience required.

Authorization: Permit holder can assist in the instruction of children under supervision of Associate Teacher or above. Renewable every five years if 105 hours of professional growth have been completed and approved by a professional growth advisor.

### TYPE: Child Development Associate

- Requirements:
1. 12 units in ECE/Child Development. These credits must include at least one course in each of the following core areas: child/human growth and development; child, family and community, or child and family relations; and programs/curriculum; and
  2. 50 days of experience in an instructional capacity within 2 years. (One day equals 3+ hours.)

Alternative Qualifications:

- Child Development Associate (CDA) Credential
- or
- Completion of equivalent training approved by the Commission on Teacher Credentialing.

Authorization: Permit holder may provide instruction and supervise Assistant. Renewable once if applicant has completed at least 15 units toward a Child Development Teacher Permit. Permit holder must meet teacher requirements within 10 years.

### TYPE: Teacher

- Requirements:
1. 24 units in ECE/Child Development. These credits must include at least one course in each of the following core areas: child/human growth and development; child, family and community, or child and family relations; and programs/curriculum; and
  2. 16 units in general education, including at least one course in each of the following areas: Humanities and/or Fine Arts, Social Sciences, Math and/or Science, and English/Language Arts (consult your college catalogue to find out which courses fit under these areas); and
  3. 175 days of experience in an instructional capacity within 4 years.

Alternative Qualifications:

- AA degree or higher in ECE/CD or related field with supervised field experience in an ECE setting.
- or
- Completion of equivalent training approved by the Commission on Teacher Credentialing.

Authorization: Permit holder may provide instruction and supervise Child Development Assistants and Associates. Renewable every five years if 105 hours of professional growth are completed and approved by a professional growth advisor.

## **TYPE: Child Development Master Teacher**

- Requirements:
1. 24 units in ECE/Child Development. These credits must include one course in each of the following core areas: child/human growth and development; child, family and community, or child and family relations; and programs/curriculum; and
  2. 16 units in general education, including at least one course in each of the following areas: Humanities and/or Fine Arts, Social Sciences, Math and/or Science, and English/Language Arts; and
  3. 6 units in an area of specialization including but not limited to: infant and toddler care; bilingual and bicultural development; children with exceptional needs; preschool programing; parent/ teacher relations; child health and specific areas of developmentally appropriate curriculum; and
  4. 2 units of adult supervision course work; and
  5. 350 days of experience in an instructional capacity within 4 years.

Alternative Qualifications:

- BA degree or higher with 12 units of ECE/CD including core courses plus 3+ units in supervised field experience in an ECE setting
- or
- Completion of equivalent training approved by the Commission on Teacher Credentialing.

Authorization: Permit holder may provide instruction and supervise Child Development Assistants, Associates and Teachers. May also serve as coordinator of curriculum and staff development. Renewable every five years if 105 hours of professional growth are completed and approved by a professional growth advisor.

## **TYPE: Child Development Site Supervisor**

- Requirements:
1. AA (or 60 units) with 24 ECE/CD units including core courses of child/human growth and development; child, family and community, or child and family relations; and programs/curriculum; and
  2. 6 additional units of administration and supervision of childcare and development programs; and
  3. 2 units of adult supervision course work; and
  4. 350 days of experience in an instructional capacity within 4 years. Experience must include at least 100 days of supervising adults in a childcare and development program.

Alternative Qualifications:

- BA degree or higher with 12 units of ECE/CD plus 3+ units in supervised field experience in an ECE setting
- or
- Teaching or administrative credential with 12 units of early childhood education or child development course work and 3 units of supervised field experience
- or
- Completion of equivalent training approved by the Commission on Teacher Credentialing.

Authorization: Permit holder may supervise a single site program and provide instruction. Renewable every five years if 105 hours of professional growth are completed.

## **TYPE: Child Development Program Director**

- Requirements:
1. BA with 24 ECE/CD units including core courses; and
  2. 6 units of administration/supervision course work; and
  3. 2 units of adult supervision course work; and
  4. Site supervisor status and one program year (175 days of 3+ hours per day) of site supervisor experience.

Alternative Qualifications:

- Teaching or administrative credential with 12 units of early childhood education or child development course work and 3 units of supervised field experience
- or
- Completion of equivalent training approved by the Commission on Teacher Credentialing and teaching or administrative credential.

Authorization: Permit holder may supervise multiple site program; provide instruction and serve as coordinator of curriculum and staff development. Renewable every five years if 105 hours of professional growth are completed and approved by a professional growth advisor.