

CHILD DEVELOPMENT PERMIT

FREQUENTLY ASKED QUESTIONS

How do I obtain a Child Development Permit?

Please note that ARC does not issue Child Development Permits or Teaching Credentials. Permits are issued by the California Commission on Teacher Credentialing (CCTC).

For complete up to date information on Permit requirements and application process:

[Child Development Permit System Questions](#)

[CA Commission on Teacher Credentialing Child Development Permit Info](#)

These ECE Permit Steps can help you through the process: [ECE Permit Steps](#)

Before Applying

You will need a strong foundation in child development and early childhood education. American River College offers flexible learning options on the main campus, at the Natomas Center, and online. Once you complete the required coursework and experience hours, you will be ready to apply for a Permit.

Apply for Permits

There are two ways you can apply for a California Child Development permit:

1. Apply directly to the (CCTC) [California Commission on Teacher Credentialing](#)
2. If you are applying for a permit stipend, apply through the (CDTC) [Child Development Training Consortium](#)

When you apply for a California child development permit, you need to include school transcripts, application fees, fingerprints, and proof of instructional experience. Keep in mind that your education must be regionally accredited by bodies like the Western Association of Schools and Colleges. American River College has this Accreditation!

Have Questions?

Send an email to credentials@ctc.ca.gov

If applying through CDTC, email CDTC-Permit@yosemite.edu, or call 1(209)572-6080

What is the Child Development Training Consortium (CDTC) Permit Stipend Program?

The Child Development Training Consortium (CDTC) Permit Stipend Program pays the permit application fee to the California Commission on Teacher Credentialing (CTC) for eligible applicants. Applications can be found at www.childdevelopment.org

Participation in the CDTC Child Development Permit Stipend Program is not required to obtain a child development permit. Individuals may still apply directly to the CTC. When applying directly to the CTC, ALL fees are the responsibility of the permit applicant.

More information can be found at www.ctc.ca.gov

What is the ARC Verification of Completion (VOC) process or “fast track” option?

If you have completed all of your coursework at ARC and want your application fast-tracked, you may qualify for the “Verification of Completion” process. In this case you will need to meet with a dedicated ECE faculty member to review your completed application. Check with your current ECE instructor or the Humanities office to find out if any faculty are participating in processing applications for the VOC process. Participating faculty will determine their availability.

The VOC process is optional, but may speed up your permit approval by 2-4 weeks.

How do I know which level of Permit is right for me?

The Child Development Permit Matrix will show you each level of the Permit and the various requirements. The matrices can be found at www.childdevelopment.org

Permit matrices will show you several alternative qualification requirements, provide more details on experience requirements and renewal information. For a full explanation of all six permit levels, please read the CCTC’s Child Development Permit document at www.ctc.ca.gov

The permits range from a child development assistant to a child development program director. Here’s a brief rundown of the basic education requirements and how they connect to ARC courses.

Core courses include:

Child/Human Growth and Development (ECE 312)

Child and Family Relations (ECE 314)

Programs/Curriculum (ECE 320 or another Programs/Curriculum course)

ALL course work for the Permits must be completed with a C or better.

There is also a school-age emphasis authorization that can be added to any child development permit level. This authorizes the permit holder to care for children in before-school, after-school, and other school-age childcare programs, however it is often not required by school age employers. In fact, many before and after school employers do not require any ECE units. We do offer some courses that would be of benefit, however.

These include: ECE 312, 314, 325, 342, 343, 350, 361, 363, 404 and 430.

Assistant Permit

- The assistant permit requires any six semester units of early childhood education.
- Many employers recommend you start with ECE 314 and ECE 331.
- If you hold this permit, you can work with children in a childcare program—but you must be supervised by an individual that holds a higher permit.

Associate Teacher Permit

- The associate teacher permit requires a minimum of 12 ECE units (including the core courses), as well as at least 50 days of experience in a childcare program.
- ARC offers an Associate Teacher Certificate that would provide you with the required courses for this permit, but please note that most employers prefer you take ECE 331 instead of ECE 300. We require ECE 300 at ARC for our Associate Certificate because it is a prerequisite for ECE 320.
- If you hold this permit, you can work as a teacher in a privately funded childcare program, or as an assistant or associate teacher in a publicly funded program.

Teacher Permit

- The teacher permit level requires a minimum of 24 ECE units (including the core courses), plus 16 semester units in general education, as well as 175 days of experience in a childcare program.
- ARC offers a Teacher Certificate that would provide you with the required courses for this permit.
- If you hold this permit, you can work as a teacher in a privately or publicly funded childcare program, and can supervise aides, assistants, and associate teachers.

Master Teacher Permit

- The master teacher permit level requires a minimum of 24 ECE (including the core courses), plus 16 semester units in general education, plus six units in one area of specialization (like infant and toddler care or special education), plus two units in adult supervision (ECE 424), as well as 350 days of experience in a childcare program.
- ARC offers a Master Teacher Certificate that would provide you with the required courses for this permit.
- If you hold this permit, you can work as a lead teacher in a privately or publicly funded childcare program, and can supervise aides, assistants, associate teachers, and teachers. In addition, you can coordinate curriculum and staff development.

Site Supervisor Permit

- The site supervisor permit level requires an AA or AS-T degree including 24 ECE units (including the core courses), plus six units in administration (ECE 420 and 422), plus two units in adult supervision (ECE 424), as well as 350 days of experience. 100 of these days must include supervising adults.
- ARC offers a Site Supervisor Certificate that would provide you with the required courses for this permit.
- If you hold this permit, you can perform all of the duties of the master teacher level, supervise master teachers, and can also supervise a childcare and development program at one site.

Program Director Permit

- The program director permit level requires a BA degree (in any subject) including 24 ECE units (including the core courses), plus six units in administration (ECE 420 and 422), plus two units in adult supervision (ECE 424)
- ARC offers an ECE Associate in Science degree for Transfer which fulfills the general requirements for the California State University for transfer Students with this degree will receive priority admission with junior status to certain California State University campuses. The required ECE courses are 300, 312, 314, 320, 321, 326, 415, and 430.
- If you hold this permit, in addition to all of the duties of site supervisor, you can supervise multiple sites of a childcare program.

I work full time and can't do the 6 hour a week lab portion of ECE 320. Can I still work with young children?

Are there other classes I can take that will count for the Child Development Permit "Programs/Curriculum" course?

Yes, you can still work in private programs that don't require a Child Development Permit, and you can still obtain a permit by substituting the course. Any course that focuses on early childhood curriculum should count for the permit, however the CCTC will not guarantee they will accept certain courses. In the past they have accepted ECE 342, 343, 361, 363, and 430. You should include the catalogue description of the course with your application. You can also include a letter from your instructor stating that the course focused on ECE curriculum.

How do I find a Professional Growth Advisor?

To renew a Child Development Permit online (effective September 1, 2008), with the exception of the Associate Teacher, a permit holder must follow the five-year renewal cycle requirements as stated in the California Commission on Teacher Credentialing's - The California Professional Growth Manual for Child Development Permits. This renewal process includes the completion of 105 clock hours of professional growth activities planned in consultation with a professional growth advisor.

The Professional Growth Advisor Registry allows permit holders access to a trained advisor. You can locate an advisor by city, county, and/or language at www.childdevelopment.org