**CHILD DEVELOPMENT PERMIT APPLICATION PROCESS**

1. Download the application forms from the Child Development Training Consortium website at

[www.childdevelopment.org](http://www.childdevelopment.org) Click on “Child Development Permit Stipends”.

* Click on the appropriate permit application on the right hand side and download it.
* Click on “Verification of Experience” form and download it.
* Click on “Reimbursement of Live Scan Fees” and download it.
* Click on “CDD Confidential Profile Application” and download it or come to the CDSRC and complete it online.

If you do not have access to a computer you may get hard copies from the CDSRC (Child Development Student Resource Center).

1. Go the Commission on Teacher Credentialing website at [www.ctc.ca.gov](http://www.ctc.ca.gov)
* Click on “Applications, Forms, Leaflets, Manuals”
* Click on “Applications and Forms”
* Click on “Credential Application Form 41-4” and download it.
* Click on “Request for Live Scan Service 41-LS” and download it.

If you do not have access to a computer you may get hard copies from the CDSRC.

1. Complete application using black ink.
2. Schedule Live Scan appointment and attach proof of payment to your application.

A list of locations for Live Scan services is available in the CDSRC.

1. The “Verification of Experience” form needs to be completed by supervisor of the center where you completed your hours.
2. Attach sealed college transcripts to your application.
3. Visit the CDSRC to have the tutors review your application. Bring a copy of your unofficial transcripts so tutors can verify the classes you completed towards your permit.
4. Part “C” of the application needs to be completed by a LAMC full time faculty member. Make sure to see a full time faculty member during her/his office hours or by appointment to sign your application.
5. Make copies of your application.
6. Mail it to the Child Development Training Consortium (address is on the application). You may send it regular or certified mail.

***Note: If no full time faculty is available to sign your application you may submit it without the faculty signature. While this is not recommended, it is possible in order to avoid a long delay during college breaks and vacations.***