

Renewal (by Mail) CDTC Permit Stipend Policies 2020-2021 Program Year

For timely processing of your application, please read and follow all directions carefully. Incomplete applications are returned to the applicant unprocessed. Refer to www.childdevelopment.org for detailed program policies.

- 1. The Permit Stipend Program is limited to one time per person each year.
 - The current year runs from July 1, 2020 through June 30, 2021.
- 2. The CDTC pays the application fee for eligible applicants. Please do not send payment.
- 3. Stipend payments for renewal applicants are currently available for: Assistant, Associate Teacher, Teacher, and Master Teacher. (Expired permits are also eligible for the stipend.)
 - Participation in the Permit Stipend Program is optional. However, if applying directly to the Commission on Teacher Credentialing, ALL fees are the responsibility of the permit applicant.
- 4. Permit applications submitted directly to the CTC are not eligible for reimbursement.
- 5. Permit Stipend Funding is processed on a first-come, first-serve basis.
- 6. Applicant must work or live in California to be eligible for the stipend program.
- 7. Print all forms single sided. Do not submit forms printed back to back.
- 8. Complete the submittal checklist (next page) to ensure your application is complete.
- 9. Incomplete or incorrect applications are not processed.
 - Unprocessed applications are returned within 6 weeks. Failure to complete your application will delay obtainment of a Child Development Permit.
 - CDTC will only allow applicants to resubmit an incomplete or incorrect application one time each program year. If additional corrections are required on a resubmitted application, CDTC will return the application with instructions on how to apply directly to CTC and applicant will be responsible for paying ALL permit fees.
- 10. Permit extension and downgrade applications are not eligible for the CDTC Permit Stipend.
- 11. Make a copy of the entire permit application packet for your records before mailing.

F	or assist	ance or question	ons, ple	ease email <u>CDT</u>	C-Permi	t@yose	emite.edu.	
#)	Send	·#	application h\ "	to: · · · ·	: J	·#° ··	
"	,	h [·]	″ V∖u	with a	oplication		"	
Some ren	ewal appli	cations may be si	ubmitte	d online. See Peri	mit Instru	ctions fo	or more information	on.

Renewal (by Mail)



CDTC Child Development Permit Checklist 2020-2021 Program Year

Permit Stipend Request Form

- 1. <u>Complete all required fields</u>; applicant information must match the information on Form 41-4.
- 2. #8 is not United States; please put county, not country.
- 3. #15 School-age emphasis can be added if half of the ECE/CD units are school-age courses <u>and</u> you have requested the School-age emphasis on the 41-4 application.

Application for Credential Authorizing Public School Service (Form 41-4; revised 7/2019)

- 1. Be sure to complete ALL fields.
- 2. All five (5) pages of the 41-4 form are required. *Page 2 is required, even if not marked.*
 - a. Section 1: Personal Information: **complete all required fields**. <u>*Missing social security number and birthdate are one of the top reasons for returned applications*.</u>
 - b. Section 2. Application Type: Mark "Renewal"
 - c. Section 3. Document Type: Mark the Child Development Permit Level you are renewing.
 - d. Section 4. Authorization Subject: leave this section blank.
 - e. Section 5. Child Development Permit RENEWAL Self-Verification: Enter professional growth hours and advisor information <u>unless you are renewing an Associate Teacher permit</u>. Associate Teacher renewal applicants leave this portion blank but see renewal instructions below.
 - f. Section 6. Professional Fitness Questions: answer ALL professional fitness questions (a-f).
 - i. If you answer "Yes" to any of the questions, you must complete the Professional Fitness Explanation Form (Form OA-EF) and submit the required supporting documentation if it was not included with your original application. If your original application had this information, write an explanation only and include it with your packet.
 - g. Section 7. Child Abuse and Neglect Mandated Reporting: read the Mandated Reporting statement and check the "I agree" box.
 - h. Section 8. Employing Agency Information: leave this section blank.
 - i. Section 9. Oath and Affidavit: DATE, CITY, COUNTY (not country), STATE, and SIGNATURE required.

THE CTC DOES NOT ACCEPT THE 41-4 IF IT HAS HAND-WRITTEN CORRECTION NOTATIONS, CROSS-OUTS, WHITE-OUTS OR OTHER ERRORS. DO NOT submit a 41-4 application form with errors; replace it with an ERROR FREE 41-4 form.

If there has been a name change, Name Change Documents (Form 41-NC)

1. Form NC-41 is available at ctc.ca.gov; submit along with required documentation.

Copy of Current Permit (available at ctc.ca.gov "Educator Login")

Associate Teacher Renewal only: **Original college transcripts** showing additional 15 units towards the Teacher permit. If an additional 15 units were not completed from the time your permit was issued, you cannot renew.

- 1. Etranscripts are not accepted unless submitted by the County Office of Education.
- 2. You may open transcripts to check for accuracy. (Transcripts do not have to be sealed, just official.)

Expired permits only: If your permit has been expired for 18 months or more, complete the CTC Request for Live Scan Services Form 41-LS, have fingerprints done, and submit the completed 41-LS form with the application.

Confidential Profile for Direct Services Participants

For assistance or questions, please email CDTC-Permit@yosemite.edu

	Mail c		d application		to:	
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Permit application fee paid by CDTC:

 The Permit Stipend Request form must a the Child Development Training Consorti Review the CDTC Submittal Checklist for 	um (CDTC) or	the California Commiss	sion on Teacher (Credentialing (CTC).	
1) *Full Legal Name (First/Middle/Last):		/	/		
2) *Birthdate (mm/dd/yyyy):	3) * <mark>Last</mark>	Five Digits of Social Sec	<mark>curity Number:</mark> _		
4) *Mailing Address:				5) * <mark>State:</mark>	
6) * <mark>City:</mark>	7) * <mark>Zip:</mark>	8) * <mark>Coun</mark> t	ty:		
9) * <mark>Email:</mark>					
10) Contact Phone Number: ()		11) Gend	er: 🗆 Female 🛛	□ Male	
12) Race/Ethnicity: Asian African- Image: I	American/Blac lander	ck □ Alaskan/ Native □ Other (specify):		Hispanic/Latino White/Caucasian	
13) Currently Attending College: No No	/es, Name of C	ollege:			
You are applying for the CDTC to pay the a	pplication fee on	your behalf to the Commissic	on on Teacher Creder	ntialing (CTC).	
14) *Permit Type: (select <u>only one)</u>	15) * <mark>Reques</mark>	ting Permit Level: (se	lect <u>only one)</u>		
First Permit being issued	Assista	nt	Site Supervisor	\mathbf{i}	
Renewing Current Permit	Associa	ite Teacher	Program Directo	r / Upgrades only	
Upgrading	Teache	ner			
Renewed Online; Reimbursement Ma		Teacher	with School Age E	Emphasis coursework relating to	
If none of these stipend types apply, you do not qualify for the Permit Stipend Program.			children up to age 14, see matrix)		
 16) I verify that all required permit application packet is found to be incomposite obtainment of the permit for which I am a stipend one time only. I certify that my infor of Education - Early Education and Support *Applicant's Signature: 	olete or needs pplying. CDTC ormation may	corrections, CDTC will will allow me to resubr be provided to the stip	l return it to me nit the permit ap end provider, the	unprocessed, delaying plication for the permit California Department	
Mail this completed form with <u>all</u> per application documents to:	rmit	Do not write in	this space (For	CDTC Staff Use Only)	
		Type of Permit:			
Child Development Training Conse P.O. Box 3603 Modesto, CA 953		First Time Renewal			
		Upgrade			
For assistance email <u>CDTC-Permit@yoser</u>	<u>mite.edu</u>	Online Renewal			
		Live Scan:	Date Rec'd:		
				Date Above:	
		Yes No CC	File Date:	Date Above:	

APPLICATION FOR CREDENTIAL AUTHORIZING PUBLIC SCHOOL SERVICE

(For Privacy Act Notification see Application Instructions)

Appeal.

Mail application and payment		, ppcuu
(check or money order) to:		Route to:
Commission on Teacher Credentialing		
Certification Division		IHE/County/District Use Only
1900 Capitol Avenue		
Sacramento, California 95811-4213		
Commission Use Only: Fee Information		Issuance
APP FP Other		Date:
1. PERSONAL INFORMATION (type or print)	CTC Use Only	Email:

*Social Security or Individual Tax Identification Number:				*Date of Birth: (mm/dd/yyyy)		
* <mark>My Full Legal Name</mark> :		<u>\</u>		\		
	First		Middle			Last
All Former/Maiden Name(s):			County/Dist	trict of Emplo	oyment (C	A only):
*Address:						
*City:				*State:	<mark>*</mark> Z	ip:
Home Phone:		Work Phone:		Mobile	Phone:	
*Email Address:				I		
						* = Required Information

2. APPLICATION TYPE REQUESTED: (select only one option)

New Credential/Permit Extension by Appeal Upgrade (Clear Credential or Child Development Permit) Renewal

Other:

Add Subject/Authorization to Existing Document Change of Restriction

3. CHOOSE DOCUMENT TYPE: (make only one selection in this section)

* = Available at the request of a California Local Education Agency (LEA) only. Documents in bold font require you to select from Section 4 below a Subject or Authorized Area of Service to be listed on the document.

4. SELECT AUTHORIZATION/SUBJECT AREA(S): (to choose additional subject areas, see page 5 "Comments" box)

Multiple Subject (Elementary Teaching) Single Subject (Secondary Teaching): (Specify World Language-if applicable)	English Learner Authorization CLAD Certificate Bilingual Authorization: (Specify Language)	Supplementary Authorization/ Subject Matter Authorization:
Special Education Specialty Areas:	Pupil Personnel Services:	CTC Use Only
CTE Industry Sector:		
Adult Education Subjects:		



5. CHILD DEVELOPMENT PERMIT RENEWAL SELF-VERIFICATION

As the holder of a Child Development Permit (any level except the Associate Teacher Permit) you must complete a specific number of planned and approved professional growth activities for each five-year renewal. These activities must be recorded on the *Professional Growth Plan and Record* form. As the holder of a Child Development Permit choosing to self-verify completion of these requirements, you may be subject to an audit. The Commission reserves the right to request submission of these forms for auditing purposes any time within one year following submission of this application. If the Commission determines through its audit that you did not complete the professional growth requirements, your permit will not be renewed and you may be subject to adverse action on other credentials you currently hold. You must retain your *Professional Growth Plan and Record* form for one year following the submission of this application.

DECLARATION:

I certify (or declare) that I have read the above and completed the following for this renewal of my Child Development Permit:

I have completed _____ hours of professional growth activities

My Professional Growth Advisor is ____

Advisor's Name

Advisor's Phone Number

6. PROFESSIONAL FITNESS QUESTIONS

Answers to the following questions are required. If you answer yes to any question, you must complete the corresponding <u>Professional Fitness Explanation Form</u>.

Before granting your application, the Commission will review, at a minimum:

- Federal Bureau of Investigation criminal history (rap sheet)
- California Department of Justice criminal history (rap sheet)
- International database of teacher misconduct maintained by the National Association of State Directors of Teacher Education and Certification (NASDTEC)
- Previous reviews by the Commission
- Complaints from others
- Notifications from school districts
- Teacher preparation test score violations

You must disclose misconduct, even if:

- It happened a long time ago
- It happened in another state, federal court, military or jurisdiction outside the United States
- You did not go to court and your attorney went for you
- You did not go to jail or the sentence was only a fine or probation
- You received a certificate of rehabilitation
- Your conviction was later dismissed (even if under Penal Code section 1203.4), expunged, set aside or the sentence was suspended

WARNING: You will be required to sign your application under penalty of perjury; by doing so you are also stating that you understand:

- That the information you provide is true and correct;
- That you understand any and all instructions related to your application;
- Failure to disclose any information requested is falsification of your application and the Commission may reject or deny your application or take disciplinary action against your credential;
- The Commission may reject your application if it is incomplete and it will be delayed.



a.	Have you ever been:		
	• dismissed or,		
	• non-reelected or,		
	• suspended without pay for m	ore than ten days, or	
	• retired, or		
	• resigned from, or otherwise	left school employment	
	because of allegations of miscon e	duct or while allegations of misconduc	t were pending?
		Yes	No
<mark>b.</mark>	Have you ever been convicted of	any felony or misdemeanor in Californ	ia or any other place?
	You must disclose:		
	• all criminal convictions		
	• misdemeanors and felonies		
	• convictions based on a plea	of no contest or nolo contendere	
	• convictions dismissed pursua	nt to Penal Code Section 1203.4	
	• driving under the influence (DUI) or reckless driving convictions	
	• no matter how much time ha	is passed	
	You do not have to disclose:		
		d convictions that occurred more than ated cannabis, which must be disclosed	two years prior to this application, except regardless of the date of such a
	• infractions (DUI or reckless d	riving convictions are <u>not</u> infractions)	
		Yes	No
<mark>C.</mark>	Are you currently the subject of in California or any other state?	any inquiry or investigation by any law	enforcement agency or any licensing agency
		Yes	No
<mark>d.</mark>	Are any criminal charges current	ly pending against you?	
		Yes	No
		103	110
<mark>e.</mark>	license or other document autho	rizing public school service, revoked, d	tificate of Clearance, permit, credential, enied, suspended, publicly reproved, and/or n that was stayed) in California or any other
		Yes	No

S. Z.Y

f. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes

No

7. CHILD ABUSE AND NEGLECT MANDATED REPORTING

As a documentholder authorized to work with children, it is part of my professional and ethical duty to report every instance of child abuse or neglect known or suspected to have occurred to a child with whom I have professional contact.

I understand that I must report immediately, or as soon as practicably possible, by telephone to a law enforcement agency or a child protective agency, and will send a written report and any evidence relating to the incident within 36 hours of becoming aware of the abuse or neglect of the child.

I understand that reporting the information regarding a case of possible child abuse or neglect to an employer, supervisor, school principal, school counselor, coworker, or other person is not a substitute for making a mandated report to a law enforcement agency or a child protective agency.

I understand that the reporting duties are individual and no supervisor or administrator may impede or inhibit my reporting duties.

I understand that once I submit a report, I am not required to disclose my identity to my employer.

I understand that my failure to report an instance of suspected child abuse or neglect as required by the Child Abuse and Neglect Reporting Act under Section 11166 of the Penal Code is a misdemeanor punishable by up to six months in jail or by a fine of one thousand dollars (\$1,000), or by both that imprisonment and fine.

I acknowledge and certify that as a documentholder, I will fulfill all the duties required of a mandated reporter.

l agree

8. EMPLOYING AGENCY INFORMATION

This section must be completed for all credential, certificate, and permit types where service is restricted to an employing agency.

County CDS Code School District CDS Code

Charter School/Non-Public School or Agency/Statewide Agency Name

Applications for One-year Nonrenewable Credentials, Provisional Internship Permits, Short-Term Staff Permits, Limited Assignment Permits, and Emergency Permits (except 30-Day or Prospective Substitute Teaching Permits), must be filed through the employing agency. Employers must have an annual Declaration of Need for Fully Qualified Educators on file with the Commission prior to the submission of any applications for Limited Assignment or Emergency Permits.

Before submitting, please review the application for completeness:

- 1) Personal information with correct SSN, date of birth, and email address filled in on page 1
- 2) Type of credential clearly marked on page 1 (use box below for additional subject/authorization requests)
- 3) All Professional Fitness Questions marked Yes or No on pages 3 and 4
- 4) Read and agreed to your responsibilities as a mandated reporter
- 5) Payment (check or money order attached to the front of this form). See Credential Leaflet CL-659 for fee schedule.



Checks or money orders may be made payable to the Commission on Teacher Credentialing. The Commission *does not* accept cash payments. <u>All application fees are non-refundable</u>.

Applications submitted that are incomplete or without the appropriate fee included will not be processed and will be returned.

9. OATH AND AFFIDAVIT *

I solemnly swear (or affirm) that I will support the Constitution of the United States of America, the Constitution of the State of California, and the laws of the United States and the State of California. I hereby certify (or declare) under penalty of perjury under the laws of the State of California that all the foregoing statements in this application are true and correct.

Date	City	County	State
(mm/dd/yyyy)	(where you sign the form)		
SIGNATURE OF APPLICANT			
		* You must complete	e all portions of this section.

Comments/Additional Subject Requests:



Vendor/Organization Code _	
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Title of Training _____

Date _____ (mm/dd/yyyy)

Complete this form if you work directly with children in a child care center, school-age child care, family child care home, elementary school classroom (e.g., TK) or as an individual child care provider.

Confidential Profile for Direct Service Participants

California Department of Education, Early Education and Support Division, Quality Improvement Training

This training is funded through the California Department of Education (CDE), Early Education and Support (EESD) Division with Child Care Development Fund Quality Improvement dollars. The collection of this information will help to inform CDE and other stakeholders about who participates in professional development activities and inform state planning efforts.

These questions are asked for statistical reporting purposes only and the information collected will be used only for statistical purposes. Your individual information is *confidential* and no individual identifying information will be reported.

The following three questions are asked in order to allow the CDE to collect and update information each time you participate in a quality improvement training, without needing to collect your name. Individual information remains confidential and will not be reported in any way. Please complete this information each time you receive this form.

- 1. What is your date of birth? ____/ (mm/dd/yyyy)
- 2. In what city were you born?

Education Information

4. What is your highest level of education? Please check only one answer.

No high school diploma/No GED	AA/AS (2-year college degree)	Master's degree
High School diploma/GED	BA/BS (4-year college degree)	Doctorate

5. Do you have a college degree from a foreign country?

□ I do not have a degree □ Yes 🗆 No

6. If you have a degree, please select the area that best represents the major for any degree you have attained. Please check all that apply.

Degree	ECE/Child or Human Development	Education/Psychology/ Social Work	Business/Math/Science/ Health	Other
AA/AS/2-year college				
BA/BS/4-year college				
Master's				
Doctorate				

7. If you hold a current California child development permit, indicate your current level:

□ I do not have a permit

□ Associate teacher

□ Program director

□ Other

- □ Assistant teacher
- □ Master teacher Teacher
 - □ Site supervisor
- □ Children's Center Instruction

□ Children's Center Supervision

8. If you hold a current California teaching credential, indicate which credential(s). Please check all that apply.

- □ I do not have a credential
- Early Childhood Special Education
- □ Administrative Services
- □ Multiple Subject □ Pupil Personnel Services
- □ Bilingual Specialist
- Clinical/Rehabilitative Services □ Reading/Language Arts
- □ School Nurse Services □ Single Subject
- □ Specialist Instruction
- □ Speech-Language Pathology

IF YOU ARE NOT CURRENTLY EMPLOYED IN ECE, SKIP TO QUESTION #22.

Employment Information		
9. Which best describes the setting or program you	primarily work in? Pleas	se check only one answer.
Licensed child care center/early childhood	d program (including Hea	d Start, After-schoolprogram, etc.)
License-exempt center or school-age prog	ram (e.g. Cal-SAFE, milita	ary child care, parent co-op)
Informal provider (family, friend, neighbo	r)	
Licensed family child care home		Other (please specify)
10. If you work in a center or school-based ECE prog	ram, which best describ	es your primary position?
Assistant teacher/teacher aide/associate	Site supervisor	Director – multi-site
Teacher/lead teacher/associate	Assistant Director	Executive director
Teacher-director	Director – single site	Other (please specify)
Specialized teaching staff (e.g. special edu	-	-
Professional support staff (e.g. curriculum)	-	-
If working as a substitute please specify p	osition type in which you	more frequently work as a substitute.
11. If you work in a family child care home, which b	est describes your prima	iry position?
\square Owner/operator of the family child care	Assistant in the family	child care D Other (please specify)
12. What is your city of employment?		
13. What is your county of employment?		
14. What is your zip code of employment?		
15. Please write in (if less than one year, write in 1):	:	
Number of years you have been employed in the		
Number of years you have been employed with y		
Number of years you have been employed in you		
16. How many paid hours per week and months per	r vear do vou work at vo	ur current iob, on average?
		er of months per year
17. How many children are currently enrolled in you	ır classroom or program	? If you are a teacher, provide the number of
children in your classroom. If you are a director	or work in a family child	care home, provide the number of all the
children in your program.		
18. How many children of the following age groups	are in your classroom, cl	hild care center, or family child care home? This number
should equal the number of children that you lis		
Less than one year	3 year	s old
1 year old	4 year	s old through prekindergarten
2 years old	Schoo	l-age in before/after school program
10. De vou surrently ears for shildren who are duel		
19. Do you currently care for children who are dual	Don't know	
	-	rvice Plan (IFSP), an Individualized Education Plan (IEP)?
□ Yes □ No	Don't know	
21. What is your current gross salary, for this early of	are and education job, (before taxes and other deductions)? Please
Respond only once – by hour or by month or by	year. Wage information	is collected to help the California Department of Education
	early care and education	providers. All information will remain confidential and will
be used for statistical purposes only.		
Per hour or Per month	or Per	year

Demographic Information This information is collected to help the California Department of Education better understand the characteristics and needs of people participating in their education and training programs. All information will remain confidential and will be used for statistical purposes only.

22. What is your gender?		
Female	Male	
23. How do you identify your rac	e/ethnicity? Please check only one answer.	
🗆 Asian	Native American/Alaskan	Multi-racial
Black/African-American	n 🗆 Pacific Islander	Other (please specify)
Latino/Hispanic	White/Caucasian	
24. What is the primary language	you speak at home?	
🗆 English	🗆 Spanish	Hmong
Mandarin and/or Cante	onese 🛛 Tagalog	Other (please specify)
Russian	Vietnamese	
25. Please check all the language	s you speak fluently.	
🗆 English	🗆 Spanish	Hmong
Mandarin and/or Canto	onese 🗆 Tagalog	Other (please specify)
🗆 Russian	Vietnamese	

26. The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children. If you would like more information or to sign up for this workforce registry please go to their website: https://www.caregistry.org/

If you have a registry ID number, do you give us permission to include the information provided on this form (including date of birth, and last five digits of your social security number) to the registry? Submission of your information to the registry will be done in a confidential and secure manner.

□ Yes □ No If you checked "yes" please enter your number below. Your registry ID number: _____.

Thank you very much for completing the registration form!