

Child Development Permit Stipends FAQ

Fees

Q. Do I have to send the processing fee?

A. No, CDTC pays the processing fees (\$100 of \$50) for first-time, upgrade and renewals of Assistant, Associate Teacher, and Teacher and upgrades from one of the three lower level permit to a higher level permit.

Q. How often will CDTC pay the processing fee for a Child Development Permit?

A. Funding of a permit application fee is limited to one time each program year (August – July). Funding is limited and applications will be processed on a first-come, first-serve basis.

Q. I did not complete the renewal requirements for my permit, will CDTC pay the fees for an extension?

A. CDTC will not pay the fees to request an extension. The application must be submitted directly to the Commission on Teacher Credentialing (CTC) with the \$100 processing fee.

Q. I did not complete the renewal requirements for my Associate Teacher permit, will CDTC pay the fees to downgrade to Assistant?

A. CDTC will not pay the fees to downgrade to an Assistant. The application must be submitted directly to the CTC with the \$100 processing fee.

Fingerprints

Q. Can I use the Live Scan fingerprint I completed for my employer for my Child Development Permit?

A. No, the first time you apply to the CTC you must submit a Live Scan fingerprinting that is specifically for the CTC. Live Scan fingerprint information is not shared among different agencies.

Q. I am upgrading or renewing my permit; do I need to submit another Live Scan?

A. You do not need to submit another Live Scan fingerprinting, unless your permit has been expired for 18 months or more.

Q. Will CDTC reimburse the DOJ and FBI fees if I must have another Live Scan done?

A. No, CDTC will only reimburse for the initial Live Scan done to apply for your first permit.

Renewal

Q. Can I renew my permit after it has expired?

A. The CTC allows you to renew your permit any time after it has expired. If you renew your permit after 18 months of the expiration date, a new Live Scan fingerprinting is required.

Q. I need to renew my Associate Teacher permit, but I did not complete the additional 15 units, is there an extension?

A. The CTC does not automatically grant extensions for Associate Teacher. You need to provide proof as to why the additional course work was not completed. For example, if you or an immediate family member were ill during the five-year renewal time. Submit a letter from the doctor verifying that additional course work could not be completed for medical reasons. CDTC will not pay for the request of an extension.

Miscellaneous

Q. Can I submit my application online as a first-time applicant or for an upgrade?

A. The CTC only allows the submission online for renewal at Teacher level and above.

Q. How long will it take for me to receive my permit after I have applied, if it is granted?

A. The CTC is taking approximately 2 ½ months to process an application. Check the status of your permit approximately 2 weeks after it has been received at the CTC. Your permit status will show “Pending Evaluation” while the application is waiting to be processed.

Q. How do I print a copy of my Child Development Permit?

A. Print the permit document from the CTC web site at www.ctc.ca.gov. On the home page select “Credential Information”, on the second page select “View/Print Document” under the “Educator Login”. Print out the written instructions or watch the tutorial.