



CODED CORRESPONDENCE

DATE:

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25-04

TO:

All Individuals and Groups Interested in the
Activities of the Commission on Teacher
Credentialing

FROM:

Mary Vixie Sandy
Executive Director
Commission on Teacher Credentialing

**SUBJECT: Assembly Bill 1930: Approval of Professional Growth Hours to Renew Associate
Teacher Child Development Permit**

Summary

Assembly Bill (AB) 1930 (Chap. 687, Stats 2024) aligns the Child Development (CD) Associate Teacher permit's renewal criteria with the remaining CD permit types. The bill removes the unit renewal requirement and replaces it with completion of 105 professional growth hours. The permit can now also be renewed without limitation. The use of professional growth hours towards renewal is effective as of the promulgation date of the regulations, April 9th 2025.

Background

Prior to the passage of AB 1930, the Child Development Associate Teacher Permit required the permit holder to complete 15 semester units of college coursework after the permit's initial issuance in order to be eligible for the permit's one-time renewal. Subsequent renewals were not available.

The intent of the original renewal restriction on the Associate Teacher Permit was to encourage holders to earn the next level of CD permit within 10 years (the time available on the issuance and reissuance of the Associate Teacher Permit). However, in cases where the educator did not complete the 15-unit requirement, and the permit permanently expired, the educator was unable to serve in an Associate Teacher position and, in order to continue serving in a child development setting, had to apply for the Assistant Teacher CD permit, a step down on the CD permit ladder.

Key Provisions

[Assembly Bill 1930](#) was chaptered on September 27, 2024, adding [Education Code §8301.5](#) and [Welfare and Institutions Code §10383.5](#). It resulted in the following changes to the certification requirements for the Child Development Associate Teacher Permit:

- Removed the limitation on the number of times this permit can be renewed; and
- Changed the renewal requirement for the Child Development Associate Teacher Permit to 105 hours of professional growth activities, bringing it in alignment with all other Child Development permits.

These changes apply to all current and expired Associate Teacher Permit holders. Associate Teacher Permit holders who have completed the 15 semester units and have already renewed will be able to renew their permit via professional growth hours the next time it is eligible for renewal. Additionally, current permit holders will now be eligible for the one-time two-year extension if they do not complete their professional growth hours in the five-year allotted timeframe. This was not previously an option for Associate Teacher Permit holders.

Professional Growth

Permit holders will be able to renew their permit upon completion of 105 professional growth hours. Professional growth hours must be determined by an educator and their professional growth advisor. Educators have a responsibility to discuss potential activities that meet the hour requirement with their professional growth advisor and to select activities that are likely to contribute to their competence, performance, or effectiveness in the profession of education. Permit holders and their professional growth advisors can review the accepted activities in the [professional growth manual](#). Units that were completed for the renewal of the permit can be converted to equivalent hours based on guidance found in the [professional growth manual](#). Educators that completed units to renew their permit will need to contact a professional growth advisor.

Application Process

Permit holders will be able to renew via paper application. In the future applicants will also have the option to renew online using their CTC Online educator account. (See below for more information.) Individuals who were previously issued a Child Development Associate Teacher Permit and received the initial issuance plus one renewal may now choose to renew their permit again following the options below.

Paper Renewal

Permit holders choosing to renew via paper application will need to complete the [41-4 webform paper application](#). To verify the 105 professional growth hours, permit holders will need to complete Section 5 (titled Child Development Permit Renewal Self-Verification), permit holders will list the number of hours completed along with their professional growth advisors' contact information. Once the 41-4 paper application is completed, permit holders will then mail the application to the Commission along with the \$100 processing fee.

Online Renewal

The option for online renewal is actively in development. Once this option is available more guidance will be released. Permit holders choosing to renew online will do so by logging into their [CTC Online educator account](#). Once logged in, permit holders will navigate to their credential record page and locate the Renew Existing Credential button. The process will eventually land on a page where the permit holders will list their number of professional growth hours and their professional growth advisors' contact information. Finally, applicants will complete the Professional Fitness Questions (PFQs) and submit payment to complete the online application.

Important Dates

- Legislation Chaptered: September 27, 2024
- Regulations Effective: April 9, 2025

Resources

[Child Development Permits \(CL-797\)](#)

[Child Development Professional Growth Manual](#)

[41-4 Paper Application](#)

[Online instructions for renewal](#)

[Leaflet on extensions by appeal \(AL-3\)](#)

References

[Education Code §8301.5](#)

Contact Information

Questions regarding credential requirements and application submissions may be directed to the Commission's Certification Division at [Contact Us](#) | [Educator Resources](#).