



Child Development Permit Applicants and COVID-19 Guidance and Frequently Asked Questions April 2, 2020

The Commission on Teacher Credentialing (Commission) is closely monitoring the spread of the Coronavirus (COVID-19) and the impact of school and university closures on candidates enrolled in educator preparation programs. In response to common questions the Commission has received, the following frequently asked questions (FAQs) address specific concerns regarding the Child Development Permit. The Commission is continually monitoring impact that the current shelter in place policy is having on candidates and permit holders and will update the FAQs as new information transpires.

Child Development Permits

Q1. I am worried that the Commission will not let me renew my permit because of the 105-hour Professional Growth requirement. Will the Commission require me to provide evidence of these hours to renew?

A1. The requirement to complete 105 clock hours of professional growth activities is a self-verified component of the renewal process. The Commission does not require applicants to submit verification of specific hours, and applicants are encouraged to self-identify the activities that might relate to professional growth in their early childhood industry. Individuals can renew their permit by one of the following methods:

- Renew [online](#) by logging into your personal Educator Page (for Teacher level or higher permit), or
- Submit a completed [Application form \(41-4\)](#) to the Commission office.

Both methods allow individuals to self-verify the completion of professional growth requirements. Applicants should keep their completed, original Professional Growth Plan and Record Form in your possession in case of audit. Guidance on Professional Growth Hours can be found in the [Child Development Professional Growth Manual](#).

Q2. Will the Commission accept my Supervised Field Experience course even if I was not able to complete all the in-person field experience hours? What if my college is moving forward with giving just credit or a “pass” grade for the course?

A2. There are several pathways to earn the various Child Development Permits, and some pathways include a requirement that the applicant complete a course that includes a component of Supervised Field Experience. The Commission will accept any course where the college’s course description shows a field experience component in an early childhood education setting, and provides at least three semester units of credit. If the course is given a grade, it must be a “C” or better, but it can also be shown as “pass” or “credit” only. Neither Education Code nor Title 5 Regulations indicate a specific number of field experience hours that must be included in such a course, and therefore the Commission does not look for a specific number of field experience hours for such a course. The Commission will only need to see official transcripts showing credit given for such a course. The Commission has encouraged programs to consider flexibility under the present circumstances as to how candidates might meet this requirement through a variety of other relevant experiences such as, for example, volunteer hours, online instruction and planning for such instruction, and other ways.

Some preparation programs may require a certain number of field experience hours as a course requirement. The Commission encourages programs to consider flexibility under the present circumstances as to how candidates might meet this requirement through a variety of other relevant experiences such as, for example, volunteer hours, online instruction and planning for such instruction, and other ways. Guidance on program flexibility for clinical practice/field experience requirements is provided on the [Commission’s COVID-19 webpage](#).

Q3. What if I cannot complete my renewal requirements due to the current situation surrounding COVID-19?

A3. Child Development Permit holders always have the option of a one-time, two-year extension of their permit if they are unable to complete their requirements. This option is outlined on page 14 of the [Child Development Professional Growth Manual](#). Details on the extension are as follows:

Extension of Time

If you do not complete the professional growth requirement during the five-year renewal period, your permit will expire. You are eligible for a one-time, two-year extension of the Child Development Permit. However, there is no penalty for allowing a permit to expire as long as you are not currently employed in a position that requires it.

- *The one-time, two-year extension is appropriate for individuals who leave the education profession to raise a family or pursue another career. The two-year extension should be requested at the time you wish to return to education. Professional growth activities accumulated during the expiration of the permit can be used toward the renewal at the end of the two-year reinstatement.*
- *You are responsible for requesting the extension in a written statement to the Commission, including an application form and fee.*
- *The request for a two-year extension may be made for any reason, but you are eligible for the extension only once during your career as an educator. Subsequent requests for extension will be dealt with on a case-by-case basis by the Certification Division of the Commission.*

Within the two-year extension period, you must complete all unfinished renewal requirements or the Commission will not renew the permit.

The two-year extension requires the following information:

- *[Application form \(41-4\)](#) and current fee.*
- *A written request for a one-time, two-year extension of the Child Development Permit.*

Additional questions? Email Credentials@ctc.ca.gov