



Credential Information Alert

DATE:

March 7, 2025

NUMBER:

25-02

SUBJECT: Child Development Permits on CTC Online

Summary:

The purpose of this Credential Information Alert (CIA) is to inform California local education agencies (LEAs) that Child Development Permit applications may now be submitted online through CTC Online.

Key Provisions:

The Commission is continuing its expansion of online employer-requested credentials and permits and is pleased to announce that interested charter schools, districts and county offices may begin submitting online Child Development Permit applications through the Commission's CTC Online system, as a courtesy. The ability to submit online applications will reduce common errors that arise with paper applications, payment issues, and it will improve communication if additional information is required to complete processing. Although the option to submit online applications will be available, paper applications ([Form 41-4](#)) will still be accepted. This functionality is available as of the date of this CIA. Interested parties can begin submitting form [CL-897](#) to request access to these new areas in CTC Online. Child Development applications submitted by employers will be processed in the standard 50 business days.

CTC Online:

Charter schools, school districts and county offices who already have access to CTC Online and previously requested access to submit Emergency-30 Day Substitute Permits will automatically be given access to the Child Development Permits within CTC Online. It is not necessary to request this access using the CL-897 form.

LEAs who currently do not submit through CTC Online and wish to gain access for the first time will need to have their Appointing Authority submit [Form CL-896](#) first. This form establishes the Authorized Designee(s) for the LEA. Once established, an Authorized Designee would submit

[Form CL-897](#) to establish the Authorized Submitters and their level of access. Further information can be found in the References section below under CTC Online Roles and Responsibilities. All necessary forms can be found on the CIG under the [CTC Online–Processing Recommendations](#) section.

Renewals:

Currently, the CTC Online system does not have the capability for employers to assist educators with the renewal process. Educators who have Child Development Assistant or Associate Teacher Permits may renew by submitting paper applications. For the higher-level permits, they must log into their CTC Online accounts to renew.

Online Submission Tips:

In order to facilitate this new process, the following tips should be kept in mind:

- Submitters should ensure that they are using a device that has sufficient hard-drive and memory to interact with the Commission website.
- When uploading supporting documentation, the file must not exceed 10MB in size. It may be necessary to reduce the scan quality in order to reduce the size of the file.

References:

CTC Online Roles and Responsibilities:

https://www.ctc.ca.gov/docs/default-source/cig2/files/ctconline-roles.pdf?sfvrsn=578a493f_2

CTC Online for form CL-896:

https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl896.pdf?sfvrsn=bb0a6d03_2

CTC Online form CL-897:

https://www.ctc.ca.gov/docs/default-source/cig-leaflets/cl897.pdf?sfvrsn=53e49493_6

Child Development Permits leaflet:

[https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-\(cl-797\)](https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-(cl-797))

Child Development Permit Worksheet: https://www.ctc.ca.gov/docs/default-source/leaflets/cl723a.pdf?sfvrsn=91bc751b_2

Child Development and School-Emphasis Matrix:

[https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-\(cl-797\)/child-development-and-school-age-matrix](https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-(cl-797)/child-development-and-school-age-matrix)

Important Dates:

The Commission will begin accepting online Child Development Permit applications via CTC Online as of the date of this CIA.

Contact Information:

Questions concerning adding or modifying access to the online application system should be directed to CTCOnline@ctc.ca.gov. Questions regarding credential requirements can be

directed to the Commission's Certification Division through the online form found at <https://educatortools.ctc.ca.gov/ContactUs>.