Credential Information Alert

DATE:
May 9, 2025

NUMBER:
25-03

SUBJECT: Direct Online Submission of Applications for Child Development Permits

Summary:
The purpose of this Credential Information Alert (CIA) is to inform interested parties that Child Development Permit applications may now be submitted online directly by educators through CTC Online.

Background:
For many years, educators were only able to directly submit online applications for the Certificate of Clearance and the Activity Supervisor Clearance Certificate through the Commission's CTC Online system. CTC Online was expanded to allow direct online applications for the Emergency 30-Day Substitute Teaching Permit and Multiple Subject, Single Subject, and Education Specialist Instruction credentials for educators prepared in a state other than California. Educators applying directly for any other document types were required to submit paper applications through the mail.

Key Provisions:
The Commission is pleased to announce that online submission for Child Development Permit applications is now online. Online applications include safeguards intended to reduce common errors that occur on paper applications, mitigate payment issues, and improve processing times and communication if additional information is required to complete processing. The Commission requests that Local Educational Agencies (LEAs) encourage educators to submit online applications directly instead of sending in paper applications. Non-LEA education partners that submit applications on behalf of applicants may still do so, but at this time they are limited to submitting paper applications.

Submission Guidance:
Educators who wish to submit online Child Development Permit applications must first create an account on CTC Online and log in to access the application. Instructions on how to create an account can be found on the Create Account webpage. Educators can also find step-by-step instructions on how submit the application at the Direct Application Submission webpage.

When completing the online direct submission process, the *General Application Category* and *Type of Credential/Permit Requested* fields must be completed. If requesting for the School-Age Emphasis Authorization, select the box under the drop-down field:

Select Type of Credential & Document

General Application Category*: Child Development Permits

Type of Credential/Permit Requested*: Child Development Site Supervisor Permit

School Age Emphasis: ☑

School-Age Emphasis expands the Child Development Permit holder's authorization to include providing services in the care, development, and instruction of children in before-school, after-school, and other school-age childcare programs. Additional information and requirements can be found in leaflet CL-797.

During the direct submission process, educators will have the opportunity to upload all supporting documentation that is required for the permit. Applicants may submit electronic copies of original documentation and/or pictures taken of original documentation. This includes official transcripts if images of both the front and back of the document are provided. Applicants may also upload electronic transcripts (eTranscripts). Note that The Commission **will not** accept copies or pictures of unofficial transcripts or grade reports. The Commission also reserves the right to request an original copy of all types of supporting documentation. 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. Supporting materials sent separately from the submission of an application and payment or from a Commission letter requesting the documentation are destroyed without being reviewed.

Renewals:
Child Development Permits must be renewed by the educator online. Instructions on how to renew can be found on the Renew Your Document webpage.

Processing Timeline:
Child Development Permit applications submitted online by educators will be processed within 50 business days.

References:
Create Educator Account:
https://www.ctc.ca.gov/credentials/ctc-online-services-help/your-educator-account/create-account

Direct Application Submission:
https://www.ctc.ca.gov/credentials/ctc-online-services-help/application-payment-help/submit-online-app/direct-submission

Renew Your Document:
https://www.ctc.ca.gov/credentials/renew-your-document

Child Development Permits leaflet: 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

Child Development and School-Emphasis Matrix:
https://www.ctc.ca.gov/credentials/leaflets/child-development-permits-(cl-797)/child-develop-and-school-age-matrix

Child Development Assistant Permit Checklist: https://www.ctc.ca.gov/credentials/child-development-assistant-permit-checklist

Child Development Associate Teacher Permit Checklist:
https://www.ctc.ca.gov/credentials/child-development-associate-teacher-permit-checklist

Child Development Teacher Permit: https://www.ctc.ca.gov/credentials/child-development-teacher-permit-checklist

Child Development Master Teacher Permit: https://www.ctc.ca.gov/credentials/child-development-master-teacher-permit-checklist

Child Development Site Supervisor Permit Checklist: https://www.ctc.ca.gov/credentials/child-development-site-supervisor-permit-checklist

Child Development Program Director Permit: https://www.ctc.ca.gov/credentials/child-development-program-director-permit-checklist

Child Development Permit Authorizations: https://www.ctc.ca.gov/credentials/assignment-resources/child-development-permit-authorizations

Important Dates:
The Commission will begin accepting online Child Development Permit applications submitted directly by educators as of the date of this CIA.

Contact Information:

Questions can be directed to the Commission's Certification Division through the tool found at https://educatortools.ctc.ca.gov/ContactUs.