Email: <a href="mailto:credentials@ctc.ca.gov">credentials@ctc.ca.gov</a>
Website: <a href="mailto:www.ctc.ca.gov">www.ctc.ca.gov</a>

# CHILD DEVELOPMENT PERMIT APPLICATION CHECKLIST

Place the Required Items in the Following Order:

## Cashier's Check/Money Order

- o Full application fee (currently \$100.00)
- O Half-fee (currently \$50.00) allowed when upgrading a permit within 3 years of its initial issuance

NOTE: When a permit holder completes all of the requirements for a higher level child development permit within three years of the date of initial issuance, he/she may submit an application for the higher-level permit and pay only half the current application fee.

# Completed Application Form (41-4)

- Personal Information
- Type of Permit
- All Personal and Professional Fitness Questions must be answered. All yes answers require a full explanation on a separate sheet of paper.
- All sections of Oath and Affidavit must be completed

Request for Live Scan Service (41-LS) for first-time applicants – Photocopy is acceptable

### **Transcripts**

Official transcripts attached

#### Miscellaneous Information

- Form CL-877 (Verification of Family Child Care Attendance)
- o Form CL-878 (Verification of Family Child Care Experience)
- o Photocopies of family child care licenses, etc.