

# LOS ANGELES COMMUNITY COLLEGES PERSONNEL GUIDE

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CREDENTIALS  
Children's Center Permits

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| ISSUE DATE:<br>4-14-99            | SERVICE:<br>Certificated, Faculty                  | CHANGES:<br>#1 requirements updated in accordance with current procedure;<br>#2 minor changes in terminology;<br>#4 address change and addition of website and e-mail address |
| REPLACES:<br>PG B347<br>(12-1-82) | DISTRIBUTION: 1,2,9<br>(See PG: B339 for decoding) |   |
|                                   | ISSUED BY: Office of Pers Oper                     |   |

## Application Procedures for Child Development Center Permits

### 1. Requirements.

- a. Application for Credential Authorizing Public School Service, Form 41-4. A separate application and fee must be submitted for each type of credential being requested. Form C167, provided by the Office of Personnel Operations, must remain attached to the application. Applications and supporting material should be submitted to the **Los Angeles Community College District, Office of Personnel Operations, 770 Wilshire Blvd., 4<sup>th</sup> floor, Los Angeles, California 90017**
- b. Processing Fee. A one hundred sixteen dollar (\$116) money order payable to the **Commission on Teacher Credentialing** for each permit requested. This sum includes \$60 for the application processing; \$32 for fingerprint processing through the California Department of Justice; and \$24 for fingerprint processing through the Federal Bureau of Investigation. The fee cannot be returned although the application may be incomplete or denied.
- c. Transcripts. All transcripts beyond high school must be official with the seal of the institution and/or the signature of the registrar.
- d. Two Fingerprint Cards (Form BID-7 or 41-CIC). Fingerprint impressions may be obtained at the employing college, the Office of Personnel Operations, or a local law enforcement agency.
- e. Experience Verification. If application is based on occupational experience, submit an original letter on company letterhead or notarized copy. Applicants for permits must submit original letters verifying teaching and/or administrative experience if required for issuance.

| 2. <u>Permit Titles</u>                   | <u>Authorization</u>  |
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| Child Development Teacher Permit          | To provide service in the care, development, and instruction of children in a child development program   |
| Child Development Master Teacher Permit   | To provide service in the career development, and instruction of children in a child care and development program, and supervise a Child Development Permit Teacher   |
| Child Development Site Supervisor Permit  | To supervisor a child care and development program operating at a single site, provide service in the care, development, and instruction of children in a child care and development program, and serve as a coordinator of curriculum and staff development in a child care and development program            |
| Child Development Program Director Permit | To supervise a child care and development program operated in a single or multiple sites, provide service in the care, development, and instruction of children in a child care and development program, and serve as a coordinator of curriculum and staff development in a child care and development program |

2. Registration. All permits and credential must be registered at the Office of the County Superintendent of Schools. If the permit is not registered at the time of receipt by the employee, the Office of Personnel Operations must be notified.

Additional Information. Persons not employed by the District are to contact the **California Commission on Teacher Credentialing, Box 944270 (1812 Ninth Street), Sacramento, CA 94244-2700, Website: <http://www.ctc.ca.gov>, E-mail: [Credentials@ctc.ca.gov](mailto:Credentials@ctc.ca.gov).**