

## Frequently Asked Questions:

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### Child Development Permits

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**1. How do you determine what qualifies as supervised field experience?**

Supervised field experience may be classified as a lab, practicum or student teaching (kindergarten level or below only). The criteria for a supervised field experience are supervision by staff from an accredited college, observation of the student interacting with children and earning 3 semester units of course work on an official transcript. This field experience cannot be work experience alone, it must be from units earned and posted on college transcript.

**2. If the candidate has completed graduate school and worked in the field in a paid position but has only "student taught" in the elementary grades, does he/she have to enroll in a 3-unit course to meet the field experience requirement? What would such a course typically be called?**

Yes, the applicant must complete a supervised field experience regardless of previous work experience. This is a course requirement that must be posted on official transcripts from a regionally accredited college or university. The Commission will accept student teaching in a kindergarten setting to fulfill the requirement. A letter from the college on letterhead paper verifying the student teaching in the kindergarten setting is acceptable. Typically these courses are titled supervised fieldwork, lab, practicum or student teaching.

**3. Under the new Permit regulations, will applicants be able to use a fieldwork course toward the experience requirement?**

Yes, a fieldwork course may be used toward meeting the experience requirement. The Commission will also check transcripts to make sure the fieldwork course was passed with a grade of "C" or better. Applicants may combine fieldwork and other experience to meet the full experience.

**4. What if a person has a degree in psychology with a supervised field experience and tells you they worked with preschool children?**

Field experience in another department seldom satisfies the supervised field experience requirement for a Child Development Permit. Official documentation from the college must verify that the fieldwork was with the early child in an educational setting.

**5. If a person has an Administrative Services Credential can this count in lieu of the 6 administration units for Site Supervisor/Program Director?**

The options are exclusive of one another - mixing and matching are not acceptable. Under current regulations, there is no specific requirement for the person who holds the Administrative Credential to take the 6 units of administration. They will need the 12 semester units in ECE and the fieldwork course. The coursework must be specific to early childhood/child development programs.

**6. Why is Option 2 for the Master Teacher level the same as Option 2 for the Site Supervisor level?**

Option 2 for both the Master Teacher level and the Site Supervisor level requires that the individual have a bachelor's degree or higher with 12 units of early childhood education course work plus a 3 semester unit supervised field experience in an early childhood education setting. Option 2 is the same for both levels of the permit because the Master Teacher level was designed as an alternative for individuals interested in advancing in the profession, but who are not interested in the administrative aspect. The Master Teacher permit is an optional level for someone who chooses to specialize in an area of Early Childhood Education (ECE) and who prefers staff training, and classroom instruction. In many ways, the Master Teacher Permit serves as a parallel to the Site Supervisor Permit but with a different emphasis.

**7. Can I apply for a Site Supervisor or Program Director Permit based on completing an elementary education program?**

An individual who possesses a bachelor's degree from a regionally-accredited college or university and has completed an elementary education teaching program with a student teaching component who is now applying for a Child Development Site Supervisor Permit with a School-Age Emphasis, or a Program Director Permit with a School-Age Emphasis, must also verify the following:

- The completion of at least six semester units of child development or early childhood education (ECE) course work
- That the student teaching component included at least kindergartners (if not discernible from the transcripts, an original letter from the IHE at which the teacher preparation program was completed, signed by an authorized individual, must be provided attesting to this)\*

\* Applying for Site Supervisor Permit via option 4 or Program Director Permit via option 3; all other requirements, as applicable, must also be met

If the applicant does *not* want school-age emphasis, only three semester units of elementary education course work may be applied toward the twelve semester units of child development/ECE course work required (in other words, 25% of the total) under these options. The remaining nine semester units of course work must be in child development or ECE. Elementary education student teaching may be used for the supervised field experience requirement as long as it included kindergarten.

**8. Do you have any suggestions on how we would be able to implement existing training days to meet the 105 hour requirement?**

The 105 hour professional growth requirement covers a five year period. That comes out to 21 hours of professional development per year. There are many options other than in-service training available to individuals. For example, the permit holder may pursue a topic of reading and write a report on that topic. He or she may also choose to take college or university courses for advancement. The Professional Growth Manual (PGM) offers many broad activities that can be used. See link below for the Manual. ([CD Professional Growth Manual](#))

**9. Could people attend development training (not yet approved by CTC) and get credit toward the 105 hours, if later approved and accurate attendance records are kept?**

The Commission does not approve courses used for professional growth. The choice of appropriate professional growth activities is made by the individual permit holder and his/her professional growth advisor.

**10. Who may act as a substitute in a position that requires the supervision of aides?**

Anyone with a Children's Center Permit issued under previous regulations can be hired as a substitute in any situation. Those that hold Child Development Teacher Permits or higher may also be used as substitutes.

**11. Is a Site Supervisor Permit always required at a State funded pre-school?**

Yes, the Child Development Site Supervisor Permit will be needed for anyone in a state funded center who holds no other permit or credential authorizing such service. The Child Development Division of the State Department of Education will continue to approve waivers for Site Supervisors and Program Directors when no one with the appropriate permit or credential can be found.

**12. If an individual holds a Regular Children's Center Instructional Permit, can he/she still get a Children's Center Supervision Permit under the regulations effective from 1986 to 1/31/1997?**

No, the individual must qualify under current regulations and apply for a Child Development Program Director Permit.

**13. If an individual has an Emergency Children's Center Instructional Permit, can he/she obtain a Regular Children's Center Instructional permit if he/she meets the requirements?**

No, the individual must qualify under current regulations and apply for a Child Development Teacher Permit.

**14. Can a Children's Center Emergency Instructional Permit be reissued if the renewal requirements have been met?**

Yes, individuals may continue to renew permits issued under previous regulations. The holder of an emergency permit must meet the reissuance requirements and must apply before the expiration date of the emergency permit. Expired emergency permits cannot be renewed. The permit holder may apply for the Child Development Associate Permit instead of applying for a reissuance of the emergency permit if he or she can verify 50 days of experience within the last two years.

**15. Can a teacher who currently holds a Regular Children's Center Permit apply for the Teacher or Master Teacher Permit (presuming she meets the requirements) in exchange?**

Since permits are five year documents, the holder of the Regular Children's Center Instructional Permit may want to wait until the document is near expiration before changing over to the new Child Development Permits. The teacher must meet requirements of the Child Development Permit he or she is seeking and submit an application with appropriate fees for an evaluation.

**16. Since the permit regulations changed on February 1, 1997, will an individual who applies for a Site Supervisor Permit or a Program Director Permit need to have one of the instructional permit levels in order to qualify?**

No, under the new regulations, an individual does not need to hold an instructional level permit in order to apply for a supervision level permit.

**17. When an applicant holds an old children's Center permit and would like to switch over to the new Child Development Teacher permit, do they need to provide transcripts or documentation of experience with their application?**

Transcripts are not necessary, but documentation of 175 days of experience within the last 4 years must be provided with the application and fee.

**18. What is required when an individual with a Children's Center Supervision Permit wants to change to the Child Development Program Director Permit?**

The individual will need to verify the two units of adult supervision and one year of supervisor experience.

**19. Is there financial assistance available to applicants to offset the expense of attending college and making application to the Commission for a Child Development Permit?**

Contact the Child Development Training Consortium with funding questions for first time applicants for Assistant, Associate and Teacher permits and some upgrades. They are located at 1620 North Carpenter Road, Suite C-16, Modesto, CA 95351. For the most current information, call (209) 572-6080, or visit the Consortium web site at [www.childdevelopment.org](http://www.childdevelopment.org).

**20. How do you know if course work entitled EDUC has preschool content?**

The title of a course frequently does not reflect course content. You will need to submit course description/syllabi whenever course content is in question.

**21. How do you determine equivalency when reviewing old course work if early childhood is subsumed under another department?**

Early Childhood Education (ECE) may be found under other departments such as Home Economics, Family Science, and Education. If the course title does not indicate ECE, the candidate will need to get a letter from the college verifying that it was subsumed under another department.

**22. How does the Commission evaluate course work for a degree in elementary education?**

Twenty-five percent of the course work completed with children ages five to eight years will be counted toward the Child Development Permit.

**23. How does the Commission evaluate course work in departments such as Psychology or Sociology toward ECE units?**

Course work offered in departments other than early childhood or child development must include course description/syllabi to verify content in early childhood education or child development.

**24. Does the Commission accept course work from Montessori schools?**

No, Montessori schools are not accredited by an accrediting body recognized by the Commission. Courses on Montessori concepts taken from a regionally accredited community college can be accepted.

**25. Does the Commission accept all GE units or do they have to be specific?**

General education coursework must cover the four areas of English, social science, math or science, and humanities. Coursework must be non-remedial, applicable to an associate degree or higher and completed with a grade of "C" or better.

**26. What is the difference between CEU (Continuing Education Units) and academic units?**

Academic units are earned and awarded credit on official transcripts through an accredited college or university that counts toward a degree. CEUs units cannot be used toward a degree and can only be used for professional growth, not for Child Development units to qualify for a permit.

**27. What is the content of an Adult Supervision course?**

An Adult Supervision course develops knowledge and skills for effective communication with and supervision of adults. This is usually a two semester unit course that originated in 1997 with the implementation of new regulations. It is frequently called a "Mentoring class."

**28. How does the Commission identify an Administration course? Is it true that you will accept a business administration course if the applicant has completed another administration course in ECE?**

Course work in the administration and supervision of childcare and development programs usually includes key words such as administration, supervision, or management in the course title. If an applicant has met all other criteria for a specific Permit level including one ECE administration course, the Commission will accept the other administration course from the Business Department.

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