

Child Development Permit Verification of Completion

**A Permit Application Processing Guidebook for Approved
Child Development Permit Verification Programs**



**Commission on Teacher Credentialing
Certification, Assignment and Waivers Division**

Revised September 2020

Child Development Permit (CDP) Verification of Completion

Commission on Teacher Credentialing (CTC) Contact Information

CTC Website	www.ctc.ca.gov
CTC Information Services email	credentials@ctc.ca.gov

References

CDP Permit Leaflet	https://www.ctc.ca.gov/docs/default-source/leaflets/cl797.pdf?sfvrsn=665bc585_0
Application Form	http://www.ctc.ca.gov/credentials/leaflets/414.pdf
Live Scan Form	https://docs.ctc.ca.gov/document/download/29865
CDP Web Site Information	https://www.ctc.ca.gov/credentials/req-child-dev https://www.ctc.ca.gov/educator-prep/early-care
Credential Information Guide	http://www.ctc.ca.gov/credentials/cig2/cig_toc.html CIG Username: ciguser2011 Password: ctcguide

Comments and Suggestions for Updates and Revisions to this Guidebook

Commission on Teacher Credentialing
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A. Introduction

The purpose of this Guidebook is to provide easy and accurate information about how to assemble a Child Development Permit application packet and submit it to the California Commission on Teacher Credentialing. In addition, the Guidebook provides credentialing resources to participating Child Development Permit Programs.

Commission's Responsibility

The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. Created in 1970 by the Ryan Act, it is the oldest of the autonomous state standards boards in the nation. The agency is responsible for the design, development, and implementation of standards that govern educator preparation for the public schools of California, the licensing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. The Commission works to ensure that those who educate the children of California are academically and professionally prepared.

Child Development Permit Verification of Completion Program

This voluntary program was initiated in 2004 as an alternative to the Commission's course-by-course transcript review of each candidate's application. The Commission invited representatives from community college and four-year college or university programs, representatives from the California Department of Education, and representatives from the Child Development Training Consortium to help structure this process that includes submitting standard program courses for Child Development Permits and verifying that a candidate has completed all of the requirements. Through this process the Commission hopes to assist candidates by providing early assurance that they will receive the permit, reduce the number of rejected applications, and streamline permit processing at the Commission. *Applications submitted through this program will receive priority processing.*

Child Development Permit Verification of Completion Program Sponsor Role – Certification

Each approved Child Development Permit Verification Program has among its responsibilities the review and verification that each candidate applying for a Child Development Permit through this option has completed all of the necessary requirements. In addition to verifying that the candidate has completed the requirements, the program must ensure that the application packet is completed correctly. Once the application packet is completed, the program may choose to send the application with the candidate's check or money order directly to the Commission, request that the candidate take responsibility for sending in the application packet and fee, or aid the candidate in submitting the application to the Child Development Training Consortium with a request that the Consortium supply the application fee and send the application to the Commission.

Important: For priority processing, the program coordinator must write "VOC" in the "Route To" box in the upper, right-hand corner of the 41-4 application form.

B. How to Submit Application Packets

Application Form

The Commission has several application forms. The Child Development Permit Program will assist their candidates in submitting application [Form 41-4](#). Specific sections that must be completed on the form include the following:

- Personal Information
- Type/Name of Permit
- Personal and Professional Fitness
- Oath and Affidavit

All questions in Section 3 “Professional Fitness Questions” must be completed. If an individual answers “yes” to any of the questions, a written response must be submitted with the application packet regardless if the applicant has submitted the response previously. All sections in the “Oath and Affidavit” must be completed including the date and place of signing.

The [41-4 application](#) form may be downloaded from the Commission’s web site using this link: <https://www.ctc.ca.gov/credentials/apply>.

Fingerprint Clearance for First Time Applicants

The California Education Code requires that all individuals who seek to obtain California education credentials and permits receive fingerprint clearance from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI) through the Commission. Individuals who have received fingerprint clearance through other California agencies, employers, or in other states are not exempt from this process. (Education Code 44340 and 44341).

The fingerprint clearance process ([CL-271](#)) is normally completed when an applicant applies for a first-time credential, waiver or permit.

- Effective January 1, 1999, the Commission began accepting Live Scan fingerprint submissions for first-time applicants. Live Scan electronically transmits fingerprints to DOJ who then forwards a Live Scan transmission to the FBI. Applicants need to submit the second copy of the Request for Live Scan Service – Applicant Submission [Form\(41-LS\)](#) to the Commission. Live Scan forms may be obtained from the Commission’s web site at [Form\(41-LS\)](#)

Applicable fingerprint processing fees are collected by the Live Scan operator, not the Commission. Live Scan stations are located throughout the state. Some county offices of education, school district offices, colleges and universities as well as many sheriff departments and police stations provide this service to applicants. The Attorney General’s web page <https://oag.ca.gov/fingerprints/locations> lists locations that have Live Scan machines provided by DOJ. Applicants are not prohibited from using a private company to obtain Live Scan fingerprinting. In all cases, caution is advised to use the forms developed by the Commission so the correct information regarding the contributing agency, type of application and ORI number is transmitted. The Commission can then receive a timely response without requiring reprints.

B. How to Submit Application Packets

Application Packet

Application packets from Child Development Permit Programs must contain all of the documentation required to grant the permit including the application form, appropriate fee, verification of completion form, and verification of experience, when applicable. The Commission will return incomplete applications to the individual applicant, unless the materials or correction can be supplied by the community college or four-year college or university. The requested information or materials must be attached and the complete application packet returned to Commission staff. Any items sent separately from the application packet will be automatically returned to sender. *For priority processing, please be sure to write “VOC” in the “Route To” box in the upper, right-hand corner of the [41-4 Application](#).*

Following is the Application Order and Check List.

- ☐ ***Cashier’s check or money order stapled or clipped in the upper left-hand of each application form***
The Child Development Training Consortium will perform this function for all applications submitted through them for application fee assistance. (See page B-3)
- ☐ ***[Application form 41-4](#) (Write “VOC” in the “Route To” box)***
If “Yes” answer to any question in “Personal and Professional Fitness Questions”, attach a separate sheet with full explanation.
- ☐ ***Verification of Completion form (41-CDP)***
Must be signed by an authorized signatory.
- ☐ ***For first-time applicants only, 41-4 application form with the Personal and Professional Fitness questions and Form 41-LS***
- ☐ ***Additional Materials***
The Commission will audit one in ten applications. Child Development Permit Programs may include transcripts with all applications or with one in ten applications. Applications must also include verification of experience where applicable and verification of degree if using this option to meet requirements.

The Child Development Permit Program may submit multiple applications in one packet to the Commission. If each application has a separate cashier’s check or money order for each individual, there is no limit to the number of applications that may be submitted at one time. If the program is submitting numerous application packets with one cover check, these steps should be followed:

- ☐ Put the individual applications in order following the Application Order and Checklist above;
- ☐ Bundle the applications (No more than 20 applications per check, please);

B. How to Submit Application Packets

- ☐ Attach a cover memo to the top of the application bundle listing the applicants' names and fee amounts in the order that they are placed in the bundle; and
- ☐ Secure the check to the memo.

Application Submission Through the Child Development Training Consortium

The Child Development Training Consortium (CDTC) is a statewide program funded by the California Department of Education, Child Development Division with federal Child Care and Development Quality Improvement funds. The program is administered by the Yosemite Community College District and serves all of California. Since 2002-2003, the CDTC has also received funding from First 5 California. Funding for all child development program services is limited.

One of the services offered by the CDTC is the Child Development Permit Stipend Program. The CDTC pays the permit application processing fees for eligible Child Development Permit applicants. It also reimburses first-time permit applicants their fingerprint processing fee. More information about the CDTC can be found at www.childdevelopment.org. If your program submits applications through the CDTC, simply forward the completed application packets to them. They will attach the payment and send the packet to the Commission.

Authorized Signatory

Each approved Child Development Permit Program Sponsor must provide the name or names of individuals who will be the authorized signatory for permit applications submitted by the program. A form is sent from the Certification Division following Commission approval of the program requesting this information.

If there is a change in the individuals authorized to sign the Verification of Completion form, the Child Development Permit Program will need to submit the change in Authorized Signatory form to the Commission. This form may be found in the Appendix.

Fees

The current application fee is \$100.00 but is subject to change. Fingerprints taken by Live Scan must be paid for upon service. Fees to the Commission may be paid by cashier's check or money order payable to the California Commission on Teacher Credentialing or CTC. The Commission is a fee-supported agency. According to Title 5 §80487, fees are earned upon receipt and are not refundable. If a candidate does not qualify for the requested level of permit, the fee may be used to apply for another permit level for which they do qualify within sixty (60) days.

If you have questions concerning cashier checks or money orders, contact the Commission by sending an email to credentials@ctc.ca.gov and write *ATTN: Intake Unit* in the subject line.

Issuance Date of Child Development Permits

The issuance date on a Child Development Permit is very important to employers who must be sure that a teacher's service in the classroom is covered by the permit. All requirements for a credential must be met prior to the issuance date.

B. How to Submit Application Packets

There are four key terms used by the Commission regarding Child Development Permit dating:

Expiration Date (*listed on the document*) - The last day a document is valid.

Fee Date - The date the application is received and processed by the Commission's Cashiering Unit.

Issuance Date (*listed on the document*) - The date the permit is initially valid. This date is based upon the fee date which is the day the Commission receives the application unless the Child Development Permit Program fills in the "Issue Date" box in the upper right hand corner of the application. (The original use for this box was for county and school district personnel. The Commission will accept issuance dates completed in this box by Child Development Permit Verification Programs.)

Submission Deadline – For Child Development Permit Programs choosing to note an issuance date, the following information is important. Title 5 Regulation §80440 (b) and (c) establish that the application must be received by the Commission within three months after the requested issuance date of the permit. If the application is received after the three-month time limit the date of issuance for the permit will become the fee date, which is the date the application was received by the Commission.

Rejected/Returned Applications

An application that undergoes an audit (1 in every 10 applications) or an incomplete application may be returned. For missing or incomplete materials or for additional information, the applicant will be sent a letter requesting any information to be provided or corrected. The applicant must gather the items requested and return all the appropriate materials along with the letter to the Commission within sixty (60) days. As noted in the Fee Section, application fees are valid for sixty (60) days.

Temporary County Certificates and Employment

Temporary County Certificates, or as they are more commonly referred to, TCCs, are requested by school districts and issued by county offices of education when the school district needs to employ an individual while their application is being processed at the Commission. Education Code §44332 authorizes the issuance of Temporary County Certificates by county offices.

Child Development Permit Programs may wish to establish a process to verify completion of the appropriate course work for a permit that can be used by local district and/or county office to allow the employing agency to file for TCCs, if applicable.

Verification of Completion Forms

Applications for Child Development Permits based on the completion of an approved Child Development Permit Program must be accompanied by a completed 41-CDP form signed by an authorized signatory for the program.

C. Child Development Permit Document Information

Corrections

If an error is discovered on a document issued by the Commission, either by the applicant or the Child Development Permit Program, please send an email to credentials@ctc.ca.gov with the correct information. Please be sure to include the applicant's full name, date of birth, and last four digits of his or her Social Security number so we can locate their file.

Record of Documents

Documents issued are available for view using the Commission's online lookup system. Permit holders, colleges, universities, and employers may view any document approximately 48-72 hours after issuance by visiting our web site at <http://www.ctc.ca.gov> and use the “**Search for an Educator**” action button.

Name Change on a Document

An applicant may have their name changed on their Child Development Permit at the time the document is being issued for a higher level of permit or for a renewal without an additional fee. The applicant's new name should be written in the "applicant's full legal name" section of the application form and the applicant's former name(s) written in the "all former/maiden name(s)" section of the application form.

Attachments

Verification of Completion Form (41-CDP1)	Attachment A
Verification of Completion Form (41-CDP2)	Attachment B
Change in Authorized Signatory for Child Development Permit Programs (Form 41-CDP3)	Attachment C
Child Development Permits and School-Aged Emphasis Evaluation Form CL-723a	Attachment D
Child Development and School-Aged Emphasis Matrix	Attachment E



VERIFICATION OF COMPLETION FORM (41-CDP1)

Child Development Permits - Assistant, Associate, Teacher, or Master Teacher ONLY

This form must be completed by a California community college or four-year college or university approved by the Commission to verify completion of requirements for Child Development Teacher Permits. This form must be submitted to the Commission with the application form (41-4), applicable fees and supporting materials. **Please use a separate form for each permit type being requested.**

Approved College or University _____

Name of Applicant _____

First Middle Last
Social Security Number _____ Completion Date of All Permit Requirements _____
(Last four digits only)

Type of Permit:

Assistant	Six (6) ECE/CD semester units
	HERO or ROP CD Program (<i>photocopy of certificated required</i>)
Associate Teacher	12 ECE/CD semester units (including core areas) 50 days of ECE/CD experience
	National Child Development Associate (CDA) Credential (<i>photocopy of certificate required</i>)
Teacher	24 ECE/CD semester units (including core areas) 16 semester units in general education (including required areas), and 175 days of ECE/CD experience
	Associate or higher degree in ECE/CD (<i>photocopy of degree/transcripts required</i>) Three (3) semester units of supervised ECE/CD field experience
Master Teacher	24 ECE/CD semester units (including core areas) 16 semester units in general education (including required areas) Six (6) semester units in one area of specialization
	Two (2) semester units in adult supervision, and 350 days of ECE/CD experience Bachelor's or higher degree (<i>photocopy of degree/transcripts required</i>) 12 ECE/CD semester units Three (3) semester units of ECE/CD supervised field experience

The School Age Emphasis requirement was completed for the type of permit noted above.

As the authorized representative of a California community college or four-year college or university approved by the Commission to verify completion of requirements for Child Development Teaching Permits, I have reviewed the applicant's application and preparation and certify that the applicant has completed the requirements for the Child Development Permit identified above.

Signature _____ Date _____

Name Printed _____ Title _____

Contact Telephone Number _____ Email Address _____



VERIFICATION OF COMPLETION FORM (41-CDP2)
Child Development Permits – Site Supervisor or Program Director ONLY

This form is to be completed by a California community college or four-year college/university approved by the Commission to verify completion of requirements for Child Development Site Supervisor or Program Director Permits. This form must be submitted to the CTC with the application form (41-4), appropriate fees, and supporting materials. Each application submitted must have a copy of this form included in the application packet.

Approved College or University _____

Name of Applicant _____
First Middle Last

Social Security Number _____ Completion Date of All Permit Requirements _____

Type of Permit:

Site Supervisor	Associate or higher degree or 60 semester hours (<i>copy of degree or transcripts required</i>) and 24 ECE/CD semester units (including core areas) and 16 semester units in general education (including required areas) and 6 semester units in ECE/CD administration and supervision and 2 semester units in adult supervision and 350 days of ECE/CD experience (including 100 days supervising adults)
	Bachelor's or higher degree (<i>copy of degree or transcripts required</i>) and 12 ECE/CD semester units and 3 semester units of ECE/CD supervised field experience
	Valid California Administrative Services, Multiple Subject or Single Subject in Home Economics Credential (<i>copy of credential is optional</i>) and 12 ECE/CD semester units and 3 semester units of ECE/CD supervised field experience
Program Director	Bachelor's or higher degree (<i>copy of degree or transcripts required</i>) and 24 ECE/CD semester units (including core areas) and 16 semester units in general education (including required areas) and 6 semester units in ECE/CD administration and supervision and 2 semester units in adult supervision and One year of site supervisor experience
	Valid California Administrative Services Credential (<i>copy of credential is optional</i>) and 12 ECE/CD semester units and 3 semester units of ECE/CD supervised field experience
	Valid California Multiple Subject or Single Subject Credential in Home Economics (<i>copy of credential is optional</i>) and 12 ECE/CD semester units and 3 semester units of ECE/CD supervised field experience and 6 semester units in ECE/CD administration and supervision
	Masters or higher degree in ECE/CD (<i>copy of degree or transcripts required</i>)

The School Age Emphasis requirement was completed for the type of permit noted above

As the authorized representative of a California community college or four-year college/university approved by the Commission to verify completion of requirements for Child Development Teaching Permits, I have reviewed the applicant's application and preparation, and certify that the applicant has completed the requirements for the Child Development Permit noted above.

Signature _____ Date _____

Name (Please Print) _____ Title _____

Contact Phone Number _____ Email Address _____



Authorized Signatory For Child Development Permit Verification of Completion Forms

Date: _____

Fax To: Commission on Teacher Credentialing
1900 Capitol Avenue,
Sacramento, CA 95811-4213
ATTN: Tehraun Hammons
FAX: (916) 327-3166

From: _____
California College or University

Name of Individual Completing Form

Title

Please list the following individuals as authorized to sign verification of completion forms for Child Development Permits:

1. _____
Name of Individual (please print) _____
Title

Signature
2. _____
Name of Individual (please print) _____
Title

Signature
3. _____
Name of Individual (please print) _____
Title

Signature
4. _____
Name of Individual (please print) _____
Title

Signature

CHILD DEVELOPMENT PERMITS AND SCHOOL-AGE EMPHASIS FOR

AUTHORIZATION: 12A -- ASSISTANT

- Option 1: ☐ 6 semester units of ECE or child development
 Option 2: ☐ Accredited HERO or ROP Program in Child Development Related Occupations

AUTHORIZATION: 12B -- ASSOCIATE TEACHER

- Option 1: ☐ 12 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
☐ 50 days of experience in last 2 years
 Option 2: ☐ National Child Development Associate (CDA) cred

RENEWAL: ☐ 15 units to renew initial issuance, no further renewals

AUTHORIZATION: 12C -- TEACHER

- Option 1: ☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
☐ 16 semester units in general education including "ENG", "SS", "MAT/SCI", and "HUM"
☐ 175 days of experience in last 4 years
 Option 2: ☐ Associate or higher degree in ECE or child dev
☐ 3 sem units supervised field experience

AUTHORIZATION: 12D -- MASTER TEACHER

- Option 1: ☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
☐ 16 semester units in general education including "ENG", "SS", "MAT/SCI", and "HUM"
☐ 6 more semester units in one area of specialization
☐ 2 more semester units in adult supervision
☐ 350 days of experience in last 4 years
 Option 2: ☐ Bachelor's or higher degree
☐ 12 semester units in ECE or child development
☐ 3 sem units supervised field experience

AUTHORIZATION: 12E -- SITE SUPERVISOR

- Option 1: ☐ Associate or higher degree or 60 semester units
☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
☐ 6 more semester units in administration & supervision
☐ 2 more semester units in adult supervision
☐ 350 days of experience -- including at least 100 days supervising adults -- in last 4 years
 Option 2: ☐ Bachelor's or higher degree
☐ 12 semester units in ECE or child development
☐ 3 sem units supervised field experience
 Option 3: ☐ SC1A
☐ 12 semester units in ECE or child development
☐ 3 sem units supervised field experience
 Option 4: ☐ Elementary teaching credential (TC2/STCA/STCC/GT2/GT1) or secondary in home economics
☐ 12 semester units in ECE or child development
☐ 3 sem units supervised field experience

AUTHORIZATION: 12F -- PROGRAM DIRECTOR

- Option 1: ☐ Bachelor's degree
☐ 24 semester units of ECE or child development including 3 core areas of "CUR", "CFC", and "CGD"
☐ 6 more semester units in administration and supervision of a child development program
☐ 2 more semester units in adult supervision
☐ 1 year child development site supervisor experience
 Option 2: ☐ SC1A
☐ 12 semester units in ECE or child development
☐ 3 sem units supervised field experience
 Option 3: ☐ Elementary teaching credential (TC2/STCA/STCC/GT2/GT1) or secondary in home economics
☐ 12 semester units in ECE or child development
☐ 3 sem units supervised field experience
☐ 6 sem units in admin of ECE or child development
 Option 4: ☐ Master's degree in ECE or child development

ECE/CD COURSE WORK (All Types)

(All Grades must be "C" or Better) (Non-remedial)

Child Development

School Age

Course #	Sem. Units	Course #	Sem. Units
(CGD)		(CGY)	
(CFC)		(CYFC)	
(CUR)		(CSA)	
Total Semester Units			

GENERAL EDUCATION (for 12C & 12D)

	Course #'s	Sem Units
English		
Soc Sci		
Math/Sci		
Humanities		
Total Semester Units \geq 16		

DEGREE(S) HELD

WORK EXPERIENCE (for 12B, 12C, 12D, 12E)

_____ DAYS IN PAST _____ YEARS

SUPERVISED FIELD COURSE WORK

(for 12C, 12D, 12E, 12F: other options)

Course # _____ Units _____

SCHOOL-AGE EMPHASIS

- ☐ Where course work is one of the options, one-half of all ECE/CD course work must be completed in the school age area

AREA OF SPECIALIZATION OR SUPV & ADMIN.

(6 units Area of Specialization for 12D)

(6 units in Supervision & Administration for 12E, 12F)

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ADULT SUPERVISION (2 units for 12E, 12F)

Course #	Sem Hrs.

Prepared by: _____ Date _____

Child Development General Education Course Work Guide

Course work requirements:

- All course work must be completed with a grade of “C” or better (“pass”, “credit” and “satisfactory” grades meet this requirement)
- All course work must be degree-applicable (associate degree or higher) and non-remedial and completed at a regionally-accredited community or four-year college

English	Science	Humanities
Business English Composition Correspondence Creative writing Debate Drama English Forensics Grammar Journalism Language Acquisition Language Arts Literature Play Production Poetry Speech Theater Writing	Anatomy Astronomy Biology Botany Chemistry Cosmology Earth Science Ecology Environmental Science Evolution Forestry Genetics Geology/Geoscience Health Science Meteorology Nutrition (science-based) Oceanography Physical Anthropology Physical Geography Physics Physiology Thermodynamics Zoology	Architecture Art Art Civilization Classics Crafts Culture Dance Design Ethics Ethnic Studies Fine Arts Foreign Language Linguistics Logic Music Philosophy Sign Language <i>Note: Some courses that fall under the English area, such as speech, literature, and theater, may also be used in the Humanities area but courses may not be used in both areas for the same person.</i>
Social Science	Mathematics	
Anthropology Criminology Economics Ethnic Studies Geography Government Health Education History Human Behavior Human Relations Human Sexuality Law Political Science Psychology Sociology	Algebra Basic/General math Calculus Computer Science Consumer Math Geometry Mathematical Analysis Probability Statistics Trigonometry	



CHILD DEVELOPMENT AND SCHOOL-AGE EMPHASIS MATRIX

06/15/2011

TITLE	CHILD DEV EDUCATION REQUIREMENT	SCHOOL-AGE EMPHASIS EDUCATION REQUIREMENT	EXPERIENCE REQUIREMENT	CHILD DEV ALTERNATIVE QUALIFICATIONS	SCHOOL-AGE EMPHASIS ALTERNATIVE QUALIFICATION	AUTHORIZATION	FIVE YEAR RENEWAL
Assistant (Optional)	6 units of Early Childhood Education (ECE) or Child Development (CD)	3 units in School-Age	None	Accredited HERO program (incl. ROP)	None	Assist in the instruction of children under supervision of Assoc. Teacher or above.	105 hours of professional growth
Associate Teacher	12 units ECE/CD including core courses	6 units in the School-Age Core Area**	50 days of 3+ hours per day within 2 years	Child Dev. Associate (CDA) Credential	None	May provide instruction and supervise Assistant.	One renewal with 15 units; must meet CD Teacher requirements within 10 years.
Teacher	24 units ECE/CD including core courses* + 16 GE units.	12 units in the School-Age including core courses**	175 days of 3+ hours per day within 4 years	AA or higher in ECE or related field w/ 3 sem. unit supervised field exp. in ECE setting	AA or higher in ECE or SA with 3 sem units of supervised field experience in ECE or SA setting	May provide instruction and supervise all above (including Aide)	105 hours of professional growth
Master Teacher	24 units ECE/CD including core courses* + 16 GE units, + 6 specialization units; + 2 adult supervision units.	12 units in the School-Age including core courses**	350 days of 3+ hours per day within 4 years	BA or higher w/12 units of ECE, + 3 units supervised field exp. in ECE setting	BA or higher w/12 units of ECE or SA, +3 units of supervised field experience in ECE or SA setting Minimum of 6 units must be in SA	May provide instruction and supervise all above (incl. Aide). May also serve as coordinator of curriculum and staff development.	105 hours of professional growth
Site Supervisor	AA (or 60 units) with 24 ECE/CD units (incl. core); + 6 units administration; + 2 units adult supervision.	12 units in the School-Age including core courses**	350 days of 3+ hours per day within 4 years, including at least 100 days of supervising adults	BA or higher w/12 units of ECE, + 3 units supervised field exp. in ECE setting; or a Teaching or Admin. credential w/12 units of ECE, + 3 units supervised field exp. in ECE setting	Teaching or Administrative Cred w/12 units of ECE or SA. 3 units of supervised field experience in either ECE or SA. Minimum of 6 units must be in SA	May supervise single site program, provide instruction; and serve as coordinator of curriculum and staff development.	105 hours of professional growth
Program Director	BA with 24 ECE/CD units (incl. core); + 6 units administration; + 2 units adult supervision.	12 units in the School-Age including core courses**	Site supervisor status and one program year of site supervisor experience.	Teaching or Admin. credential w/12 units of ECE, + 3 units supervised field exp. in ECE setting Master's Degree in ECE	Teaching or Administrative Cred w/12 units of ECE or SA. 3 units of supervised field experience in either ECE or SA. 6 units admin w/teaching cred only. Minimum of 6 units in SA	May supervise multiple-site program; provide instruction; and serve as coord. of curriculum and staff development	105 hours of professional growth

Please review leaflet/regulations for more detailed information

*CD Core courses = Child Growth and Development, Child/Family/Community, and Programs/curriculum

** SA Core courses = Child Growth and Youth Development, Child & Youth, Family & Community, Programs/curriculum including school-age instructional practices