

EL DORADO COUNTY OFFICE OF EDUCATION
PROCEDURE FOR COMPLETING APPLICATION TO
CALIFORNIA COMMISSION ON TEACHER CREDENTIALING

FIRST APPLICATION - CHILD DEVELOPMENT PERMITS

1. CHILD DEVELOPMENT COVER SHEET: This is the request for Modesto Jr. College Consortium to fund your application. The Jr. College must have this cover sheet for their files.
2. APPLICATION FORM (41-4, rev.3/06): Complete sections 1 and 2 on the front, 3, 4 and Oath on the back. **PLEASE PRINT USING BLACK INK.**
3. FINGERPRINT FORMS: CTC Livescan form must be completed and submitted with the application form to the Commission on Teacher Credentialing. Please fill out the Applicant section of the form and contact the Sheriff's Office at 530.621.5702 to schedule an appointment. The fees for this process are as follows:

Department of Justice (DOJ) clearance:	\$32.00
Federal bureau of Investigation (FBI) clearance:	<u>\$24.00</u>
Total clearance fee:	\$56.00*

Sheriff's Department processing fee: \$12.00 fee.

Livescan prints are also needed for employment clearance. Complete COE form and submit with CTC form. Fingerprint clearance for **employment** is paid by the County Office.

4. TRANSCRIPTS: Official transcripts of all college units/credits necessary for the credential/permit must accompany the application. The transcripts should be mailed directly to you and submitted in the sealed envelope with the application.
5. VERIFICATION OF EXPERIENCE: Follow directions on the attached form.
6. APPLICATION FOR TEMPORARY COUNTY CERTIFICATE: Because of the processing time required by this office and the Commission for your application, which includes the fingerprint classification, a temporary certificate may be issued by this office. This certification is placed in our file and will remain there until we receive your credential. (This is for County/District personnel only.)

Please complete Sections 1 and 2 of this application, if applicable.

7. Contact us at 530.295.2220 to schedule an appointment when you have completed the application packet, or if you have any questions.

*** Attached you will find a reimbursement form for this fee. Funds are available through the Modesto Junior College Child Development Training Consortium to cover initial issuance fees for all levels of permit and renewal fees for Associate Teacher permits as well as the clearance fees.**