

Associate Teacher Permit Renewal

The Associate Teacher permit is renewable only ONCE. The holder must complete at least 15 semester units towards the Teacher Permit.

- Completed [41-4 Application for Credential](#) form
 - *Application cannot be submitted with any errors or mistakes*
 - Applications must be signed with original ink signature or an Adobe or DocuSign electronic signature
- Completed Child Development Training Consortium (CDTC) [forms](#), in addition to our forms, if they are going to pay the filing fee. **If CDTC funding is not available, or you do not qualify, you must include A \$100.00 Cashier's check or money order payable to CTC**
 - Forms must be signed with original ink signature or an Adobe or DocuSign electronic signature
- Official transcripts showing the required 15 semester units.
 - Electronic transcripts may be used if sent directly from the university to your designated specialist. **Electronic transcripts downloaded by the applicant will not be accepted.**
 - Sealed transcripts can be mailed with your application.
- Completed [ICC form](#)

Please Mail ALL Documents To:

FCSS Credentials Department
1111 Van Ness Avenue
Fresno CA 93721

Drop off Your Application Packet

Located at the address listed above we have a metal drop box on the left side of our building entrance. Please place your packet in an envelope addressed to the Credentials Department

Applications are processed in the order they are received

Additional Information:

After your application has been received and processed a verification letter will be sent to you verifying the application was mailed to CDTC/CTC. You can use this letter to search for employment or give to your current employer. This form is for verification purposes only. The application could take 60 days to be processed