

Child Development Permit Upgrade

- Completed [41-4 Application for Credential](#) form (without errors or mistakes)
 - Applications must be signed with original ink signature or an Adobe or DocuSign electronic signature
- A \$100.00 cashier's check or money order payable to CTC. (\$50.00 if upgrading within 3 years).
- Official transcripts showing all required coursework for the appropriate level permit you wish to apply for.
 - 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.
 - If applicable, an original verification of experience signed by your employer with original ink signature or an Adobe or DocuSign electronic signature
- Completed [TCC 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