

First Time Child Development Permit

- A valid [Certificate of Clearance \(COC\)](#) on file with CTC (Commission on Teacher Credentialing). **The COC must be granted before you can submit your first-time application.**
- A 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
- 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. *Personal Checks are NOT accepted.**
- 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. See links under "Additional Resources" below for a detailed list of permit requirements.
 - Forms must be signed with original ink signature or an Adobe or DocuSign electronic signature
- A completed [Master Teacher Specialization Designation](#) form **if qualifying under option 1 for Master Teacher.**
- 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.

Application for Temporary County Certificate

REQUEST • *To be completed by applicant* • **PLEASE PRINT CLEARLY**

Last Name: _____ First: _____ Middle: _____

All Former Names: _____

Social Security Number: _____ Date Of Birth: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip: _____ Phone: _____

EMPLOYEE AFFIDAVIT - *Not to be completed by applicant if any of the following apply:*

1. The fitness of applicant to hold this credential or any credential is currently under review by the Committee of Credentials.
2. Applicant has an appeal currently pending from prior denial of this credential by the Commission or Committee of Credentials.
3. Applicant's credentials are currently under disciplinary suspension or revocation.
4. Applicant is aware he does not meet minimum requirements for credential sought.

I certify (or affirm) under penalty of perjury that I have provided true and accurate statements of all facts relating to my professional and personal qualifications for the performance of service requiring certification; and that I have submitted my complete applications for Credential Authorizing Public School Service to California Commission on Teacher Credentialing together with the required fee. I am aware that such application may be denied on any of the grounds provided by EC44345 or 44346, but to the best of my knowledge no reason exists why I should not be issued this certificate or permit.

Credential Title: _____

Credential Term: _____ Effective Date: _____

Subject Areas: _____

Supp. Authorization: _____

Subject Matter Authorization: _____

Signature of Applicant: _____ Date: _____

Do Not Write Below This Line or Detach