

Rio Hondo College
Child Development Department
Child Development Permit Verification of Completion Process
Student Checklist

The application of students who utilize this process will have priority status and be processed in half the time. In order to qualify for priority status all of the courses you are counting towards the permit requirements must have been taken at Rio Hondo College.

Student Name _____

1. ____ Verify that you meet all of the requirements for the permit that you want to apply for.
2. ____ Make an appointment with the Perkins funded Child Development Career Planning/Job Counselor.
3. ____ The counselor will complete the CL-723 form to verify that you qualify for the permit you wish to apply for.
4. ____ Decide if you would like the Child Development Training Consortium to pay for your application fees. If so, students currently working should secure the tan CARES Permit Project form and those who are not currently working should secure the white form.
5. ____ Complete the Application for Credential Authorizing Public School Service form (Form 41-4) (available at www.ctc.ca.gov/credentials/leaflets/c1797.pdf)
 - a. ____ Fill out Section 1 Personal Information.
 - b. ____ Fill out Section 2
 - i. ____ Begin by writing “Child Development Permit” in the Select type of credential box.
 - ii. ____ Write in the type of Child Development Permit you wish to apply for in the center portion of the far right hand column.
 - c. ____ Answer all of the questions in Section 3 Personal Fitness Questions.
 - i. ____ If you answer “yes” to any questions in this section a full explanation must be submitted with the application on specific forms found on the website.

- ii. You should be truthful in your answers and talk about changes in your life and the unlikely hood of a repeat of your previous actions.
 - d. **Date and sign the application just before submission. Make sure to include city and county of application required in that area of the application.**
6. ____ Secure an official copy of your transcripts to be sent with your application packet.
 7. ____ Secure a Live Scan Form 41-LS available at www.ctc.ca.gov . Locations where the form may be completed are also listed on that website. Basic fee is \$51 plus a rolling fee charged by the site to complete the process. A copy of the form must be included in the application.
 8. ____ If you have experience in the field have your employer/supervisor complete the CL-41 form to verify that experience or provide a letter. *Note the consortium scholarship packet has its own verification of employment form.*
 9. If you are applying for application fee assistance through the Consortium complete the following along with the previous requirements. The forms can be found at www.childdevelopment.org
 - a. ____ Complete the Application for Reimbursement of Live Scan Processing Fee and attach your original receipt this will qualify you to receive reimbursement if it is available.
 - b. ____ If you have experience your employer/supervisor should complete the Consortium Verification of Experience form.
 - c. ____ If you are currently working your employer should fill out Part 2 on the back of the CARES Permit Project packet.
 - d. ____ Complete the Consortium Child Development Permit Application form.
 10. ____ Make another appointment with the Perkins funded Child Development Career Planning/Job Counselor to assist in making sure you have completed all of the required paper work.
 11. ____ If your application packet is complete the Perkins funded Child Development Career Planning/Job Counselor will submit your packet to a Child Development faculty member for evaluation and completion of the Faculty Verification of Completion Form 41-CDPI .

13. ____ **Date and sign all of the application forms where applicable just before submission. Make sure to include city and county of application required in that area of the application.**

14. ____ Include your official transcripts in a sealed unopened envelope with your application packet.

15. ____ If paying the application process yourself attach the \$55 application fee with a Cashiers's Check stapled or clipped to the upper left-hand corner of the application. Mail your application packet to the address in the upper left hand corner of the state application form.

Money should not be attached until form is signed by the Child Development Faculty member and returned to student to mailed.

16. ____ Consortium packets do not require an application fee and are submitted to the address enclosed in the application packet.