



# Permit Application Instructions

**MJC Child Development Department**

**On the web: <http://www.mjc.edu/fcs>**

To learn if you are eligible for reimbursement or payment for your permit, please go to this link:

[http://www.childdevelopment.org/cs/cdtc/print/htdocs/services\\_permit.htm](http://www.childdevelopment.org/cs/cdtc/print/htdocs/services_permit.htm)

Read the information in the **yellow** box on the right side of the page and select the instructions that pertain to you. Click on the information and the application will open for you. You can type right in the document. **Print two (2) copies**; one for original signatures to be submitted to the commission, and one to keep.

To apply for the **first time** for any level of the permit **or to upgrade** you will need the forms from the Commission on Teacher Credentialing which can be found at this web link:

Credential Application Form (for Initial Issuance and Subsequent Credentials) – 41-4

<http://www.ctc.ca.gov/credentials/leaflets/414.pdf>

[PDF] • *Instructions for Application*

<http://www.ctc.ca.gov/credentials/leaflets/414-instructions.pdf>

To apply for a **renewal or reissuance** of a permit go to this web link:

Renewal and Reissuance Application (for Renewing Existing Credentials) – 41-REN

<http://www.ctc.ca.gov/credentials/leaflets/41ren.pdf>

[PDF] • *Instructions for Renewal*

<http://www.ctc.ca.gov/credentials/leaflets/41ren-instructions.pdf>

Type your information right into the document and **print two (2) copies**; one to sign and send in and one to keep.

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When you have your **original transcripts (sealed)**, your signed verification of experience form, and your fingerprint livescan form (if required), make an appointment with Laurie Prusso at Modesto Junior College for the final signature on your paperwork.

**To make an appointment, contact Colleen Norby at 575-6343 or email [norbyc@mjc.edu](mailto:norbyc@mjc.edu)**