2018-19 Child Development Permit Application
Verification of Experience

When applying for a Child Development Permit with Option 1, experience must be verified by submitting this Verification of Experience form or an original letter from the employer on official letterhead.

- » Have employer or supervisor complete this form to verify the required experience.
- » *Submit additional Verification of Experience forms if needed to reach the required total number of days.*
- » Verification of experience must accompany all other required permit application documents, <u>DO NOT</u> mail separately to the Child Development Training Consortium (CDTC) or the California Commission on Teacher Credentialing (CTC).
- » <u>**Original ink signature required. Photocopies, faxes, or other non-original forms are not accepted.**</u>

*This is to verify/certify that: _____
(Name of Permit Applicant)

Has served in an instructional capacity in a child care and development program the following dates:

*Start Date: _____ ***End Date:** _____
     (Month/Year)   (Month/Year)

*In the position of: _____
            (Job Title)

*With children ages: _____

*Seeking Permit Level:	**Has the required days of experience:**	**Within the last:**	***Verified by (initials):**
☐ Associate Teacher	50 days, at least 3 hours per day	2 Years	_____
☐ Teacher	175 days, at least 3 hours per day	4 Years	_____
☐ Master Teacher	350 days, at least 3 hours per day	4 Years	_____
☐ Site Supervisor	350 days, at least 3 hours per day, including 100 days supervising adults	4 Years	_____
☐ Program Director	One year of site supervisor experience		_____

Check below, <u>only</u> if individual has completed less than the required number of days for permit level listed above, write the total number of days and initial:

☐ Total number of days worked or volunteered, at least 3 hours per day: _____ _____
                                                         (Number of days)   (Verified by Initials)

Agency where individual obtained experience:

*School/Agency Name:		
*Address:		
*City:	*Zip:	*Phone:

My signature verifies the named individual has completed the experience checked and initialed above.

*Signature:	*Date:
*Name (please print):	
*Title:	*Phone:

*=Required Fields