



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, **DO NOT** mail separately to the Child Development Training Consortium (CDTC) or the California Commission on Teacher Credentialing (CTC).
- » **E-signature is accepted during COVID restrictions. Form may be signed, scanned and printed.**

***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 or Present)

***In the position of:** _____
(Job Title)

***With children ages:** _____

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

Check below, only 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: