

How to Obtain:

Child Development Permit

Obtain an application and information about the Child Development Permit at the Commission on Teacher Credentialing (CTC). The CTC is a state government agency that sets standards and issues permits and credentials for the education professions in California. This includes credentials for those who wish to be employed in the public schools, in K-12 settings, in adult education settings and permits for those employed in state-funded preschool programs. You can also visit the Child Development Training Consortiums' website to obtain the application at www.childdevelopment.org. www.ctc.ca.gov

Copy of Facility License

If you work for a licensed child care center or family child care home, request a copy of the license from the director or owner.

Educational Training Portfolio

The Education and Training Portfolio is provided to you at the CARES orientation and provides a method for determining coursework or training necessary to obtain child development permits, AA and BA degrees in Early Childhood Education.

Environmental Rating Scale/Environmental Assessment

If you work at a publicly-funded child care program, you can submit the assessment that you are required to complete per state mandate. If you work in a privately funded program, Child Action, Inc. will assign an approved assessor to conduct an environmental assessment of your program.

Family Child Care License

If you are interested in becoming licensed, you must attend an orientation provided by Sacramento County DHHS – Family Child Care Licensing. There is a fee of \$25 for attending. For more information, you can call the licensing office at (916) 875-2808. Child Action, Inc. has special incentive programs to support providers interested in obtaining a license. For more information, contact Child Action, Inc. at (916) 369-0191.

Professional Growth Hours

For a listing of Child Action, Inc. and community trainings, go to our website's Calendar of Events at www.childaction.org

Program Improvement Plan

Program improvement plans are the key to your success in providing an excellent program. Following the Environmental Rating Scale, you can create your own program improvement plan, work with your co-workers, or contact Child Action, Inc. to assist you in putting a plan together. The plan will outline some goals for you to work on and Child Action, Inc. can brainstorm with you about the steps you will take to accomplish your goals. If working with Child Action, Inc., you may be eligible to receive resources to enhance your learning environment (see page 45).

Verification of Professional Growth Hours

At most workshops or conferences that you attend, the workshop facilitator should distribute a verification of hours form that verifies your attendance. If not, ask the facilitator to send you something, or have the presenter sign a copy of the workshop flyer. Make sure that you sign in to any workshop that you attend. If you attend a Child Action, Inc. workshop, we maintain records of your attendance.

Definitions

Basic skills courses: Courses that enable an individual to enhance his/her skills in order to successfully complete college-level coursework. Examples of basic skills courses can include: a) English as a Second Language (ESL), b) basic Math, c) Computer Literacy Skills and d) Reading/Writing skills.

CARES Approved Professional Growth Guidelines: Professional development training and activities must be directed toward the following content: Creating quality early learning environments that encourage children's healthy development, active learning, school readiness and/or leadership/advising/mentoring skills of the participant. See the CARES Approved Professional Growth Guidelines on page 47.

Child Care Roster: The child care roster is a form that is required by the Sacramento CARES program to verify child care services were provided to children of a particular age. It contains the child's name/birth date, address, daytime phone number of parents/guardians, date the child was enrolled or left the program, # hours the child is in care, parent/guardian names and signature.

Child Development (CD) coursework: Courses that are designed to prepare students for a career working with children age birth through adolescence.

Child Development Permit: California Child Development Permit refers to any level of child development permit issued by the California Commission on Teacher Credentialing (CTC) after February 1, 1997. The permit has multiple levels, which recognizes career steps within the early childhood profession.

Child Development Permit Matrix: The California Department of Education requires each staff person employed by a publicly funded child development program to maintain a current permit in the care, development and instruction of children enrolled in the program. There are six permit levels; each level is based on educational requirements set forth by the California Commission on Teacher Credentialing (CTC): 1) Assistant Teacher Permit; 2) Associate Teacher Permit; 3) Teacher Permit; 4) Master Teacher Permit; 5) Site Supervisor Permit; and 6) Program Director Permit. The Sacramento CARES stipend eligibility requirements are based on the California Child Development Permit Matrix.

Child Development Training Consortium (CDTC) is funded by the State Department of Education and First 5 California and supports the professional development of the early childhood profession through a number of initiatives. These include grants for child development permit processing fees, career incentive grants, a community college program and a professional growth advisor project. The CDTC provides CARES recipients with reimbursement of fees for fingerprinting required in the permit process. For more information, you can call (209) 572-6080 or visit www.childdevelopment.org

Continuing Education Unit (CEU): A credit given at training or through a college's Continuing Education Department. If CEU's are submitted with the CARES application they will be counted only as professional development hours, which apply only to CARES applicants in Tracks 2B or 5A.

Core courses: Courses that include foundational knowledge and skills in early childhood education. These CORE courses provide a basis for all other Early Childhood Education (ECE) courses. There are three course areas:

- a) Child, Growth and Development
- b) Child, Family and Community or Child and Family Relations
- c) Programs and Curriculum

Each CORE course must be a minimum of 3 semester units or 4 quarter units.

Educational and Training Portfolio: The Education/ Training Portfolio is a comprehensive goal-setting tool that documents past, present and future education, guides students through their educational path, and assists in identifying education/career path. This tool will assist you in identifying the coursework or training you will need in order to be considered for a CARES stipend.

Environment Rating Scales (ERS)/Environmental Assessment: Assessment tools created by Thelma Harms and colleagues to provide a reliable measure for assessing early learning environments. The scales can be used for self-assessment by center and family child care staff, for accreditation preparation and for program improvement, or by external evaluators.

General education (GE): Refers to coursework from a regionally accredited institution of higher education in subject areas other than early childhood education and/or child development. GE courses are courses in the following 4 areas that meet college graduation requirements: 1) English; 2) Math or Science; 3) Social Science; and 4) Humanities. All GE courses must meet graduation requirements at the college where they are taken to be considered for a CARES stipend.

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Definitions

License-exempt center-based programs: Legally operating child care that is exempt from the regulatory system of the state or community. Some center-based programs that run out of school districts are legally exempt from licensure.

License-exempt family child care home/License-exempt provider: Legally operating child care that is exempt from the regulatory system of the state or community. Child care providers that care for only one family's children (other than their own) are exempt from having to legally acquire a license. Applicants in Track 1 – Family, Friends & Neighbors must be license-exempt providers.

Nationally accredited college or university: The CARES program for Sacramento County accepts course work only from colleges and universities that have achieved accreditation through one of the following six-accreditation bodies in the United States:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

For more information, visit www.ctc.ca.gov.

Professional Growth Advisor: An individual who meets the requirements outlined by the California Commission on Teacher Credentialing (CTC) and who advises permit holders regarding their professional growth and development. www.childdevelopment.org

Program Improvement Plan: Plan of action that you develop based on your environmental assessment to help move your program to improving quality and provide the best care possible.

Returning applicant: A participant that has received a CARES stipend in prior years.

Transferable course: A course taken at one college or university that can be used for unit credit at another institution. This does not indicate how the course can be used to fulfill a subject matter requirement at a university campus.

Western Association of Schools and Colleges (WASC): One of six regional associations that accredit public and private schools, colleges and universities in the United States. A listing of California colleges and universities that are accredited through WASC may be found at www.wascweb.org.

Funding provided by:



Partial Funding for the Sacramento CARES program is provided by the First 5 Sacramento Commission which uses Proposition 10 (tobacco tax) funds to support the healthy development of children ages zero to five. Additional information about the First 5 Sacramento Commission is online at www.sackids.saccounty.net or by calling (916) 876-5865.

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