

CDP – Upgrade (Revised 08/12/2025)

Important Information for Your Appointment Before You Arrive:

- **Complete All Forms:** Please ensure you have filled out the *Request for Live Scan* form and any other necessary documents before your appointment.
- **Bring Valid ID:** You must present a valid government-issued ID for fingerprinting. Accepted forms include a driver's license, CA identification card, or passport. **Note:** Student ID cards are not accepted.
- **Child Development Permit Fee:** This fee can be paid by the Child Development stipend or by a \$50 money Order if within 3 years of issuance otherwise \$100 Money Order

For more information, please visit our website: [OCDE Credentials](#).

The Credentials/Live Scan Unit is located at 3001 Redhill Avenue, Building 4, Suite 109
Costa Mesa CA 92626

Child Development Permit - First Time and Upgrade Permits:

CDTC Stipend Eligibility: All levels are eligible for a stipend. Fingerprinting fees may also be reimbursed for eligible applicants.

- **Reimbursement:** Fingerprint reimbursement requests must be accompanied by an eligible permit application.
- For details, visit: [Child Development Permit Stipends](#)
- Matrices <https://www.childdevelopment.org/students-workforce/applications/child-development-permit-stipends/permit-matrices>

Documents to Bring:

- **College Transcripts:**
 - **Mailed/Paper:** Official paper transcripts that were mailed to your home. An open transcript is still considered official for our needs, provided it is on the original university water-colored paper. These documents will be returned to you.
 - **Electronic:** Electronic transcripts emailed directly from the college or university to the OCDE Credentials Unit at etranscripts@ocde.us. Electronic transcripts sent to the applicant are not accepted.
- **OCDE Application Record Card (ARC)**
- **CDTC Permit Stipend Packet:** Current program year. Print out and bring forms to your appointment.
 - [CDTC Development Permit Checklist](#)
- **Current CDTC Child Development Permit Stipend Request Form**
- **CTC 41-4 Form:** Application for Credential Authorization Public School.
 - [CTC 41-4 Form](#)
 - [SOLICITUD PARA LA CREDENCIAL AUTORIZANDO EL SERVICIO DE ESCUELA PUBLICA \(Formulario 41-4\)](#)
- **Child Development Permit Verification of Experience.**
- **CDTC Permit Application Cover Sheet** (evidence of stipend application)
- **Money Order:** \$50 Money Order if within 3 years of issuance, otherwise it is a \$100.00 Money Order. Money Order is required if you have not applied for the Child Development stipend. The money order should be payable to the CTC. *** No personal checks will be accepted. ***

We look forward to seeing you at your appointment. If you have any questions, please call us at **(714) 966-4306**.