

## CDP – Upgrade (Revised 08/14/2024)

### 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:** Official paper transcripts (mailed directly to your home). No electronic transcripts.
- **OCDE Application Record Card (ARC)**
- **CDTC Permit Stipend Policies:** Current program year.
  - [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 necessary if you have not applied for the Child Development stipend and can provide evidence of stipend application.

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