

CDP – Upgrade (Revised 09/2023)

Please read through this important information.

- You must have a valid form of government identification to be fingerprinted. It can be a CA driver license, CA identification card, or passport. No student ID card will be accepted.
- We currently are taking credit card or cash as form of payment for Live Scan services.
- We ask that you arrive on time for your scheduled appointment. Please let us know if you are running late as we may have to reschedule the appointment for another day.
- Please look at our website for more information <https://ocde.us/Credentials/Pages/default.aspx>
- Please go ahead and **create an Educator Account** on the Commission on Teacher Credentialing before your appointment. Link to CTC here → <https://www.ctc.ca.gov/>
- Video instructions can be found here → <https://www.ctc.ca.gov/credentials/ctc-online---login-help>

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

Additional paperwork may be needed once a technician has determined your credentialing situation.

Child Development Permit - First Time Permits: Master Teacher and lower levels are eligible for stipend. Fingerprinting fees for this level may also be reimbursed for eligible applicants. Fingerprint reimbursement requests must be accompanied by an eligible permit application.

- Official copy of all of your college transcripts. This is the official paper transcript mailed directly to your home address. An open transcript is still considered official for our need. Currently no e-script or electronic transcripts are acceptable.
- OCDE Application Record Card (ARC)
- CDTC Permit Stipend Policies – 2023-2024 Program year
<https://www.childdevelopment.org/students-workforce/applications/child-development-permit-stipends>
- CDTC Development Permit Checklist – 2023-2024 Program Year
- 2023-2024 CDRC Child Development Permit Stipend Request Form
- Application for Credential Authorization Public School (CTC 41-4 form)
<https://educatortools.ctc.ca.gov/LegacyApplication/Create>
- Master Teacher Specialization Designation Form
- Confident Profile for Direct Services Participant
- \$50 Money Order if within 3 years of issuance, otherwise it is a \$100 Money Order to upgrade.

We look forward to seeing you. Please call (714) 966-4306 if you have any questions.