

Child Development Permit – First Time Applicant

Please read through this email in its entirety as it contains important information.

Thank you for scheduling an appointment with the Orange County Department of Education (OCDE) Credentials/Live Scan Unit.

Due to the COVID-19 environment, the OCDE Credentials/Live Scan Unit has implemented guidelines to maintain the health and safety of the public and its employees. Please review the following before your appointment:

- Please have a Request for Live Scan form, and all other necessary forms, completed before your arrival.
- 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.

The Credentials Unit has moved. We are located at [3001 Redhill Avenue, Building 4, Suite 109, Costa Mesa, CA 92626](#). When searching for driving directions to our location, please search for our address not Orange County Department of Education since we are now in a new location.

A few necessary forms will need to be filled out prior to your arrival. Additional paperwork may be needed once a technician determines 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 – 2021-2022 Program year
- CDTC Development Permit Checklist – 2021-2022 Program Year
- 2021-2022 CDRC Child Development Permit Stipend Request Form
- Application for Credential Authorization Public School (CTC 41-4 form)
- CDC Live Scan Reimbursement Request Form - 2021-2022
- CTC Request for Live Scan Service
- Child Development Permit Verification Application – Verification of Experience
- Master Teacher Specialization Designation Form
- Confident Profile for Direct Services Participant

We look forward in seeing you. Please call (714) 966-4306 with any questions.

Credentials/Live Scan Unit