

## **READ ME FIRST**

### **Permit Application Information**

If you are reading this, then you have chosen to begin the process of applying for your Child Development Permit. If you follow these directions, you will speed up your process:

1. If you are currently working in a program with children ages 0-5, then you will need to print the attachment called **First 5 Permit Application**.
2. If you are NOT currently working with children 0-5 years, then you need to print the attachment called **CDD Permit Application**.
3. Follow ALL directions in the permit application you print out. Everything you need is there (including some forms that won't apply to you). **Pages 3 and 4** (no matter which one you printed out) are the directions to follow if this is your FIRST permit.
4. All applicants must fill out the attachment called **41-4**. There are also instructions if you have any questions about filling this one out.
5. All first time applicants will need to have your fingerprints done again. No matter if you have been fingerprinted before, you need additional fingerprints for this process. Print out the **Fingerprint Information and Directions and the Dual Reporting Form**.
6. All applicants need **official college transcripts** from all of the colleges you have attended. I would suggest ordering these early in the process because it might take a couple of weeks.
7. When you have completed EVERYTHING, then call Kristin Zink (619.660.4512) or Linda Haar (619.660.4601) or email [kristin.zink@gcccd.edu](mailto:kristin.zink@gcccd.edu) or [linda.haar@gcccd.edu](mailto:linda.haar@gcccd.edu) to set up an appointment. [dstudinka@palomar.edu](mailto:dstudinka@palomar.edu). The appointment should take between 15-30 minutes. Let me know if you have any questions during the process.