<table>
<thead>
<tr>
<th>Permit Title</th>
<th>Education Requirement (Option 1 for all permits)</th>
<th>Experience Requirement (Applies to Option 1 Only)</th>
<th>Alternative Qualifications (with option numbers indicated)</th>
<th>Authorization</th>
<th>Five Year Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant (Optional)</td>
<td><strong>Option 1:</strong> 6 units of Early Childhood Education (ECE) or Child Development (CD)</td>
<td>None</td>
<td>Option 2: Accredited HERO program (including ROP)</td>
<td>Authorizes the holder to care for and assist in the development and instruction of children in a child care and development program under the supervision of an Associate Teacher, Teacher, Master Teacher, Site Supervisor or Program Director.</td>
<td>105 hours of professional growth****</td>
</tr>
<tr>
<td>Associate Teacher</td>
<td><strong>Option 1:</strong> 12 units ECE/CD including core courses**</td>
<td>50 days of 3+ hours per day within 2 years</td>
<td>Option 2: Child Development Associate (CDA) Credential.</td>
<td>Authorizes the holder to provide service in the care, development, and instruction of children in a child care and development program, and supervise an Assistant and an aide.</td>
<td>Must complete 15 additional units toward a Teacher Permit. Must meet Teacher requirements within 10 years.</td>
</tr>
<tr>
<td>Teacher</td>
<td><strong>Option 1:</strong> 24 units ECE/CD including core courses** plus 16 General Education (GE) units*</td>
<td>175 days of 3+ hours per day within 4 years</td>
<td>Option 2: AA or higher in ECE/CD or related field with 3 units supervised field experience in ECE/CD setting</td>
<td>Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise an Associate Teacher, Assistant and an aide.</td>
<td>105 hours of professional growth****</td>
</tr>
<tr>
<td>Master Teacher</td>
<td><strong>Option 1:</strong> 24 units ECE/CD including core courses** plus 16 GE units* plus 6 specialization units plus 2 adult supervision units</td>
<td>350 days of 3+ hours per day within 4 years</td>
<td>Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting</td>
<td>Authorizes the holder to provide service in the care, development and instruction of children in a child care and development program, and supervise a Teacher, Associate Teacher, Assistant and an aide. The permit also authorizes the holder to serve as a coordinator of curriculum and staff development.</td>
<td>105 hours of professional growth****</td>
</tr>
<tr>
<td>Site Supervisor</td>
<td><strong>Option 1:</strong> AA (or 60 units) which includes: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units</td>
<td>350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults</td>
<td>Option 2: BA or higher (does not have to be in ECE/CD) with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting</td>
<td>Authorizes the holder to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development.</td>
<td>105 hours of professional growth****</td>
</tr>
<tr>
<td>Program Director</td>
<td><strong>Option 1:</strong> BA or higher (does not have to be in ECE/CD) including: • 24 ECE/CD units with core courses** plus 6 administration units plus 2 adult supervision units Site Supervisor status and one program year of Site Supervisor experience</td>
<td>Site Supervisor status and one program year of Site Supervisor experience</td>
<td>Option 2: Admin. credential *** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 3: Teaching credential**** with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting; or Option 4: Master’s Degree in ECE/CD or Child/Human Development</td>
<td>Authorizes the holder to supervise a child care and development program operating in a single site or multiple sites; provide service in the care, development, and instruction of children in a child care and development program; and serve as coordinator of curriculum and staff development.</td>
<td>105 hours of professional growth****</td>
</tr>
</tbody>
</table>

NOTE: All unit requirements listed above are semester units. All course work must be completed with a grade of C or better from a regionally accredited college. Spanish translation is available.

*One course in each of four general education categories, which are degree applicable: English/Language Arts; Math or Science; Social Sciences; Humanities and/or Fine Arts.

**Core courses include child/human growth & development; child/family/community or child and family relations; and programs/curriculum. You must have a minimum of three semester units or four quarter units in each of the core areas.

***Holders of the Administrative Services Credential may serve as a Site Supervisor or Program Director.

****A valid Multiple Subject or a Single Subject in Home Economics.

*****Professional growth hours must be completed under the guidance of a Professional Growth Advisor. Call (209) 572-6085 for assistance in locating an advisor.

This matrix was prepared by the Child Development Training Consortium. To obtain a permit application visit our website at www.childdevelopment.org or call (209) 572-6080.
February 15, 2005

Dr. Chui L. Tsang  
President  
San Jose City College  
2100 Moorpark Avenue  
San Jose, CA 95128

RE: Dental Assisting Program

Dear President Tsang:

At its January 28, 2005 meeting, the Commission on Dental Accreditation considered the November 17, 2004 progress report on the dental assisting program sponsored by the San Jose City College.

Following careful review of the information provided, the Commission determined that the recommendations cited in the July 30, 2004 site visit report have been met and adopted a resolution to change the program's accreditation status from "approval with reporting requirements" to "approval without reporting requirements." The definitions of accreditation classifications are enclosed. No additional information is requested at this time from the program. The next site visit for the program is scheduled for 2010.

In taking this action, the Commission stipulated that it will expect the institution to keep the Commission informed as soon as possible of anticipated major changes in any approved educational program offered, particularly in the areas of administration, enrollment, faculty, facilities and curriculum. The Commission's policy and guidelines for reporting major program changes are enclosed.

The Commission has authorized use of the following statement by institutions or programs that wish to announce their programmatic accreditation by the Commission. Programs that wish to advertise the specific programmatic accreditation status granted by the Commission may include that information as indicated in italics below (see text inside square brackets); that portion of the statement is optional but, if used, must be complete and current.

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The
Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

If this office can be of any assistance to you or members of your staff, please contact me at (800) 621-8099, extension 2705.

Sincerely,

[Signature]

Sherin Tooks, CDA, RDH, MS
Manager, Dental Assisting Education
Commission on Dental Accreditation

Enclosures: CDA Accreditation Status Definitions
Reporting Major Changes in Accredited Programs

cc: Mr. Kishan Vujjeni, dean, Business and Service Careers
Ms. Laura Sanchez, director, Dental Assisting Program
Dr. Morris Robbins, chair, Commission on Dental Accreditation
Dr. Laura M. Neumann, associate executive director, Division of Education
Ms. Karen M. Hart, director, Commission on Dental Accreditation
Requirements needed for “Pre-Application” & “Application for Examination” process:

- You must have 450 hours accrued (or 75% of required hours)
- List of items needed to pre-apply:
  - You must complete both the Pre-Application & the Application for Examination
  - Submit 1 copy of completed application/examination, 2 copies of completed pre-application, and licensing fee by attaching ONE check or money order for a total of $124 (breakdown of: $9 for Pre-Application; and $115 for the Exam & Licensing fee)
  - You must include a self-address envelope with all paperwork to: San Jose City College, Cosmetology Department/Esthetics, Attn: Yelena Lipilina, 2100 Moorpark Avenue, San Jose, CA 95128
  - Any additional forms or requests required based on your responses on the application (www.babercosmo.ca.gov)
    - Form A: Out of state License Certification
    - Form B: Out of State School Training Record
    - Form C: Out of State Affidavit of Experience
    - Form G & H: Interpreter Forms
    - Reasonable Accommodation Form
    - Request for Out of Country Evaluation
    - Name Change Application
  - Mail entire packet to: Board of Barbering and Cosmetology P.O. Box 944226, Sacramento, CA 94244

- Entire packet must be postmarked within 7 days of 450 hours accrued (or 75% of required hours)

Helpful Hints:

- Submit a check w/ your application. It will help you track your application status.
- Incomplete application will be returned, and delay your application process
- It can take up to 8 weeks to process an application. If you do not receive a California State Board admission letter in 8 weeks, please call the Board at 1-800-952-5210 to check the status.
- If you are coming from out of state, you must request the state board where you currently hold your license send a certification of licensure to the California State Board of Barbering and Cosmetology at the same time or before you submit your application to the California State Board. This will help process your application in a timely manner.
- The reason for the 2 copies of completed Pre-Application – The Board needs an extra copy to send you a tentative exam date.
The Barbering and Cosmetology Act

CHAPTER 10 OF DIVISION 3 OF THE BUSINESS AND PROFESSIONS CODE

The Barbering and Cosmetology Act

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