



CHILD DEVELOPMENT AND FAMILY STUDIES DEPARTMENT – OCEAN CAMPUS
 50 PHELAN AVENUE. MUB 247 SAN FRANCISCO, CA 94112. 415-239-3172. FAX 415-239-3861

California Child Development Training Consortium FUNDS TO SUPPORT EDUCATIONAL EXPENSES

*** ELIGIBILITY REQUIREMENT***

1. You must be working with children (In a child care center or family child care home)
2. You must be earning units toward a California Child Development Permit
3. Applications must be complete. Incomplete applications will be returned to you.
4. Please write out “San Francisco” and do not use any abbreviations
5. Your employer must fill-out page 2 (Section C) and sign personally
6. Return to Sheila Norman for completion of Section D on page 2.

Stipends of \$20/unit will be awarded to students who successfully complete approved CDEV courses. If extra funds become available, more than one course may be reimbursed to a maximum of \$120. There are a few limited stipends for GE courses that apply to the Permit, so **list ALL the courses you are taking this semester.**

*** ONLINE APPLICATION INSTRUCTIONS ON REVERSE* NO PAPER APPLICATIONS DISTRIBUTED**

APPLICATION

due February 23, 2018

NO EXCEPTIONS

Submit to:

City College of San Francisco
 Child Development & Family Studies Department
 CDTC: Sheila Norman
 50 Phelan Avenue, MUB 247
 San Francisco, CA 94112

Or you may leave it at the Child Development office Multi Use Building (MUB 247), Ocean Campus

Checks/credit are processed 6 to 8 weeks after the semester grades are posted.

Please visit the CDTC web site (see below) to learn more about the CDTC program!

You may receive help or more information at the CCSF Professional Development Program (452-5605) in English, Spanish, Cantonese, Mandarin or Vietnamese.

You will be asked to complete an evaluation of the program online.

This is different than the Student Profile. Details will be sent to you after your application is approved.

For more Information about the program: Sheila Norman: snorman@ccsf.edu

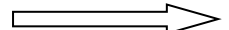
www.childdevelopment.org (CDTC) www.ccsf.edu/departments (Child Development)

Child Development Training Consortium (CDTC)

*State of California, Department of Education, Early Education and Support Division
 Quality Improvement Funds*

DR. MARK ROCHA – CHANCELLOR

Online Instructions





CCSF STUDENT INSTRUCTIONS FOR COMPLETING
THE SPRING CDTC STIPEND/STUDENT PROFILE APPLICATION Online

DEADLINE FEBRUARY 23, 2018
(Include all classes you will enroll in this semester - Spring 2018)

To apply for funds to support educational expenses through the Child Development Training Consortium (CDTC), you must go online to complete a **Student Profile Application** – No paper applications are available.

Step 1: Complete the Student Profile Application Online: The Student Profile Application is located on the Child Development Training Consortium Web Site at www.childdevelopment.org.

Steps to locate and complete the Student Profile Application:

- A. On the home page, click “Early Childhood Education (ECE) Student Career and Education Program link.
- B. On the ECE Student Career and Education Program page, locate the box on the right that states “CDTC Campus Students”.
- C. Select the “Student Profile Application” link.
- D. Select the Create Account link and fill out the information on the form (this will allow you to access your Student Profile in future semesters).
 - a. **If you are a returning student enter your login and password and select the “Add a Student Profile” link.**
- E. Follow the 5 Steps below to either create a new Student Profile Application or edit **your existing** Student Profile Application located on the “Student Profiles Workspace”:
 1. Enter your Personal Information OR Update the “My Personal Information” section by selecting “Edit” if necessary.
 2. Create a new Student Profile by selecting “Add a Student Profile” link - Complete the form and select the **“Save”** button at the bottom of the form.
 3. To make changes to your existing Student Profile Application, select the “Edit” link OR to submit the completed Student Profile Application to your College Coordinator, select the “Submit to CDTC Campus Coordinator’s Review” link.
 4. Select “Yes” to **send** to your College CDTC Coordinator (Note: you will no longer be able to edit your profile after sending to Coordinator), **and then select the “Submit” link.**
 5. Select the **“Download and print the PDF version”** link and print form (for the current semester). **Have your employer complete Section C**, (Employer or Self Employment Information) and obtain the required printed name and title, and employer signature. Submit the completed 2 page printed copy of the Student Profile form to your coordinator by the specified due date shown above and below.

Step 2: Submit the COMPLETED 2 Page Printed Copy of the Student Profile to CDTC Coordinator: Sheila Norman, 50 Phelan Avenue, MUB 247, San Francisco, CA 94112, by February 23, 2018.

If you have questions or need further information, Sheila can be contacted at snorman@ccsf.edu or 415) 452-7004. You may also contact PDP at 415) 452-5605 for assistance.

Thank you!