

**Qualified Fullerton College CDES Students - Fall 2017**  
**PARTIAL TUITION REIMBURSEMENT APPLICATION INFORMATION**

COVER PAGE - Partial Tuition Reimbursement Application: Accepting Now – Final due date: **Monday, Sept. 25, 2017**  
(See CDES website at [www.childdev.fullcoll.edu](http://www.childdev.fullcoll.edu) under CDTC for the cover sheet and instructions)  
**Feel free to ask your CDES Instructors for help with this process.**

- \* Qualifications: 1, 2, 3**
1. You must be an FC CDES major (If you enrolled at Cypress College before attending FC – See Coordinator)
  2. Employed in California by an eligible early childhood/ child care/development program including Kindergarten and School age, and be seeking a new or maintaining a currently held Child Development Permit.
  3. Both general education and CDES courses can be reimbursed /FC Courses Only

**COVER PAGE CHECKLIST: MARK BELOW WITH YOUR INITIALS – TURN IN WITH APPLICATION**

- Complete and attach this cover page as the first page of my application packet
- Attach two page printed online application signed by your employer and yourself (Remember GE classes count)
- Attach Fullerton College schedule displaying fees paid for classes summer and fall 2017
- Complete this cover page with your name, job title, work place, etc. See arrow below
- My home college is Fullerton College (Applied and Registered first at FC) mark yes or no
- My home college is Cypress College (Applied and Registered first at Cypress College) (mark yes or no)
- I have or I am working on my Child Development Permit/State Department of Education (circle one)
- I am a Child Development and Educational Studies Major (yes or no) (circle one) (see professor if not a major)
- I understand I will receive an email link requesting a required online evaluation and will complete the evaluation
- I understand that incomplete profiles packets may disqualify my application and may be returned
- I understand qualified fall reimbursement arrives after fall grade check sometime in Feb./March 2018
- See Professor if you have summer 17 units to submit for partial tuition reimbursement
- Submit via post office or mailroom see below

Your Name: \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Place Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Student E-mail: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Director name \_\_\_\_\_ Job Title: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
School License # \_\_\_\_\_ Director E-mail \_\_\_\_\_  
School web site address \_\_\_\_\_

**Mailing Address:** Professor Green Pappas CDES Department at Fullerton College  
321 E. Chapman Ave.  
Fullerton, CA 92832

**Or Drop off:** **FC Mailroom: Building 830: Attention Professor Green Pappas**

Packet includes:

Two page CDTC student application/profile form – Completed cover page from this document – Fall 17 printout displaying fees paid

I am happy to assist you with your **questions** and also with the **application process for your Child Development Permit**. The CDTC has funds to apply for the various Child Development Permits. Please call 714 992-7499 and leave a message or send an email to [pgreenpappas@fullcoll.edu](mailto:pgreenpappas@fullcoll.edu). My office is in the 1400 building. My office is downstairs in a suite of offices (1414:04) I have office hours also at the CDES Dept. Lab School. Faculty member Karin Pavelek is available to support you with this process as well.

**CDTC STUDENT INSTRUCTIONS FOR COMPLETING THE STUDENT PROFILE APPLICATION Online**

Dear Student: To be eligible for services through the Child Development Training Consortium (CDTC), you must go online to complete a **Student Profile Application**

**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](http://www.childdevelopment.org).

Steps to locate and complete the Student Profile Application:

- A. On the home page, under "Students & Workforce", select Early Childhood Education (ECE) Student Career & Education Program.
- B. On the Services page, locate on the right the heading that states "CDTC Campus Students: Enroll in the ECE Student Career and Education Program."
- 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).

\* If you are a returning student from 2016-2017, 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. (Include General Ed. Courses in your application)
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" 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.
6. **Step 2: Submit** the completed 2-page printed copy of the Student Profile form, cover page of this document, and your FC semester printout displaying fees paid. Give these to your coordinator by the specified due date shown below.

Return the completed application to the coordinator at your campus. The application due date is: <b>Monday, Sept. 25, 2017</b>
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**Completed Packet includes:**

[Two page CDTC student application/profile form – Completed cover page from this document – Fall 17 printout displaying fees paid](#)