

PARTIAL TUITION REIMBURSEMENT INSTRUCTION SHEET
CDES STUDENTS EMPLOYED IN ECE AND ATTENDING FULLERTON COLLEGE

COVER PAGE - Partial Tuition Reimbursement Form Due Now – Final due date: Friday, September 30
FC CDES Students \$\$\$\$ Fall 2016 (See www.childdev.fullcoll.edu or CDES professors for instruction sheets)
Online Application "to do list" on page 2 of this document

CDTC Completed Packet includes: 1. This instruction sheet, 2. Two-page participant application. 3. FALL 16 schedule of classes displaying payment. All forms need to be completed in their entirety. Staple and send to Professor Green Pappas at Fullerton College by Friday, September 30, 2016

- ___ Complete and attach this instruction page as the first page of my packet
- ___ Complete and attach the two page signed Participant application for partial tuition reimburse
- ___ Attach my Fullerton College SCHEDULE PRINT OUT WITH FEES PAID FOR Fall 2016
- ___ Appropriate signatures, mine, my employer, phone #s, email addresses, web site
- ___ 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 are working on my Child Development Permit/State Department of Education
- ___ I am a Child Development and Educational Studies Major (yes or no) This is a requirement. Major change form
- ___ I understand I will receive an email link requesting a required online 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 usually by end of March 2016

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

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

Online Application Process: See the other side of this form (pg. 2) for instructions on completing the application on line and submittal information.

*** 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 an early childhood/child care and development program, licensed family child care or school age program, includes work with Kindergarten age children if in a Child Development Program.
3. Student must be seeking or maintaining a currently held Child Dev. Permit
4. Both general education and CDES courses can be reimbursed /FC Courses Only

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 pgreen@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

CDTC STUDENT INSTRUCTIONS FOR COMPLETING THE STUDENT PROFILE APPLICATION Online

PARTIAL TUITION REIMBURSEMENT INSTRUCTION SHEET CDES STUDENTS EMPLOYED IN ECE AND ATTENDING FULLERTON COLLEGE

CDES 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

To do: 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, locate and click on "Students & Workforce"
- B. Select Early Childhood Education (ECE) Student Career & Education Program.
- C. On the Services page, locate on the right the heading that states "CDTC Campus Students (Click):"

You have now entered the Student Profiles Workspace

Step One: Enter your Personal Information OR Update the "My Personal Information" section by selecting "Edit" if necessary.

Step Two: 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.

Step Three: 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.

Step Four: 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.

Step Five: 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 two-page printed copy of the Student Profile form to your coordinator by the specified due date.

If any personal information changes, please update before creating the next profile.

My personal information

My Personal Information (Edit)

Return ***the completed instruction sheet, two-page completed application*** with your ***FC print out showing fees paid*** to the coordinator at your campus. The application due date is September 30th. The coordinator at your campus is Professor Green Pappas.

pgreen@fullcoll.edu 714 992-7499

Attention: CDES Professor Green Pappas – 321 E. Chapman Ave. Fullerton Ca. 92832 or Drop off at the FC mailroom building 830

Student Application completed online and paper form signed by you, your employer and due September 30, 2016

Thank you! Professor Green Pappas