DEAR CHILD DEVELOPMENT STUDENTS and Faculty:

The CHILD DEVELOPMENT TRAINING CONSORTIUM (CDTC) addresses the critical shortage of qualified child care educators by providing a number of programs that support student advancement in the CD field. This particular CDTC Scholarship Award program supports students to persist in their education as child care educators. The CDTC believes that students who persist in their CD education will be encouraged to apply—as they become eligible—for a state of California Permit.

The state-wide Community College CDTC Scholarship Award program offers eligible CD students a financial scholarship award. Cerritos College participates in the program each fall and spring semesters, of each academic year.

Students are eligible if:

- They are employed—full or part time—by a licensed child care/development program, including infants, toddlers, young children, family child care, or working with kindergarteners in the classroom, or before-or-after school care programs. Center based programs must be licensed or eligible for an exemption, which means the exempt program is physically on a school district site. Substitute work or volunteer work, or working as an instructional aide in the primary grades or higher grades; or working as a nanny does NOT qualify a student for the program.
- Students must be enrolled in child development classes and/or general education classes during this semester.
- Individual student awards are based on the number of college units a student completes by the end of the semester, with a "C" grade or higher—the greater the unit load, the greater amount of money a student will receive (the CDTC award to Cerritos College will be divided among all the students who meet the "C" grade or higher requirement).
- Students on financial aid and students whose employer pays for their educational costs are eligible for the program.

HOW TO COMPLETE THE APPLICATION PROCESS

FORMS NEEDED TO APPLY FOR THE CDTC SCHOLARSHIP AWARD

1. Print your CLASS SCHEDULE—NOT TRANSCRIPTS! We only need Spring 2015 class print-out.
2. Complete the Participant Profile Form. 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, under “Services Provided”, select the Early Childhood Education (ECE) Student Career and Education Program link (or from the Services tab).
B. On the ECE Student Career and Education Program at CA Community Colleges page, locate the yellow box on the right that states “CDTC Campus Students: Enroll in the ECE Student Career and Education Program Here:”
C. Select the “Student Profile Application” link.
   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 2014, enter your login and password and select the “Add a Student Profile” link.
D. 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. Please make sure your employer fills it out completely. No abbreviations or acronyms.

- SUBMIT ALL THREE FORMS AS SOON AS POSSIBLE to the Division Office (HS 106) or your instructor.
  - USE A PAPER CLIP to hold your forms together
  - Some common mistakes: using abbreviations. Please spell everything out! Section number is the Ticket # -- the five digit number in the schedule of classes. Another common mistake is the employer section. Please make sure all the boxes are checked accordingly.

If you are awarded the stipend, the money will be deposited into your mycerritos account at the beginning of the subsequent semester.

Please see Angie Beck with any questions or concerns! Abeck@cerritos.edu; ext. 2572

Thank you so much for taking the time to apply!