

## **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).
  - a. If you are a returning student since 2017-2018, 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” 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 below.

**Step 2: Submit the 2 Page Printed Copy of the Student Profile to CDTC Coordinator on Your Campus by the Deadline Below:**

Return the completed application to the coordinator at your campus. The application due date is \_\_\_\_\_. The coordinator at your campus is \_\_\_\_\_ in room \_\_\_\_\_

Thank you!