

Student Instructions for Completing the Educational Support Grant Application Online

Step 1 - Confirm Eligibility and begin the Educational Support Grant Application

To locate and complete the Educational Support Grant Application:

1. On the CDTC home page, select the “Early Childhood Education (ECE) Student Career & Education Program” link.



2. Select the Educational Support Grant link.
3. **Answer the questions to confirm your eligibility** to apply. Note that you may see different questions depending each answer. If you are eligible you will see a message indicating that and “Next” button. Click the “Next” button to continue.

Please answer the following questions to determine your eligibility for an Educational Support Grant:

Are you currently enrolled in early childhood education or child development courses (or GE courses required for an AS/AA ECE or CD degree), with the intent to seek a new, or maintain a currently held Child Development Permit?

Yes

Are you employed in the child care field in California?

Yes

Are you a nanny or an FFN (Family, Friend or Neighbor) provider?

No

Congratulations! You are eligible to apply for the new Educational Support Grant. Please continue the application process.

4. You will be prompted to **enter your account details**. Enter your name, email address and password. Click “Next” to continue.

Please create your account to continue your application

Your name

First Name Middle Initial Last Name

Set up login information

Enter your email

Enter a password for your new account

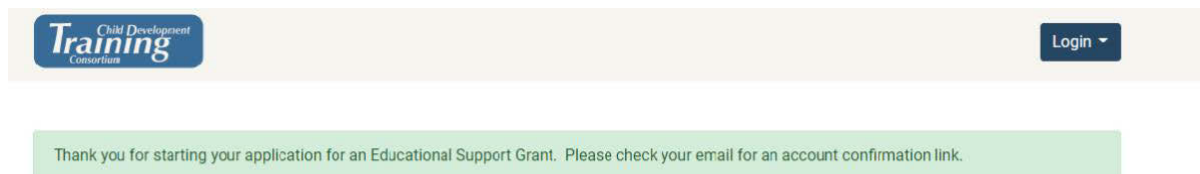
Please enter a password that is minimum 8 characters long and has at least 1 special character.

Confirm your password

Congratulations! You are eligible to apply for the new Educational Support Grant. Please continue the application process.

Next

5. The next page will confirm that your account was created. **Check your email** for a message from no-reply@cdtc-portal.org. It will include a confirmation link. (If you do not see this confirmation, check your email junk folders.)



6. **Select the link in the email to confirm your account.** You will be prompted to login and then redirected to the full application.

Step 2: Complete the Student Educational Support Grant Application

1. **Complete all required fields on each tab.** Click the “Next” button at the bottom of each section before moving to the next tab.
 - a. Once you’ve completed a tab, you may go back to change or correct information on another tab by clicking the tabs on the top.

b. All required fields that have not been filled out will be highlighted in red.

Eligibility **Personal Info** Current Enrollment Educational Info Employment Demographics Review/Summary

Enter Your Personal Information

Please fill in data in all required fields

Name

Jane Smith I don't have a middle name

Please enter your middle name or check thei don't have a middle name box

Legal Name Is Different

Birthdate City of Birth

Last 5 digits of Social Security # (required)

SSNS is required

Current Mailing Address

Address

Address Line 2

c. You will not be able to save changes until *all required information* has been completed for each tab. Click the “Next” button at the bottom to save information on that tab.

2. When you have completed your application, click the **“SubmitYourApplication”** button at the bottom of the review page. You will be prompted to confirm that you want to submit your application.

Employment Verification

I verify that the employment information I entered is correct to the best of my knowledge

California Registry

The California ECE Workforce Registry is a state, regional and local collaboration designed to track and promote the education, training and experience of the early care and education workforce for the purpose of improving professionalism and workforce quality to positively impact children. If you would like more information or to sign up for this workforce registry please visit <https://www.careregistry.org>.

Your California Registry ID

CERTIFICATION

I certify that the information I've entered...

Please type your full legal name:

Signed on:

Confirm

Are you sure you want to submit this application?
Once you submit, you may not make changes.
Once you submit the application, you will receive a confirmation email.

Yes No

Submit your Application

- a. **Note:** once you submit the application, you will no longer be able to make any changes to it.
- 3. After you submit the application, you will be redirected back to your account. Here you will see previous applications that you have submitted and the current status of pending applications.
 - a. If you leave the application before you submit it, you will be able to continue the application by logging in and clicking the link from this page.
 - b. You may also update your personal account information from this page.


Step 3: Stay tuned- Notification of Funding Approval via Email

- 1. After you submit your application, the CDTC Administrator at your campus will review it.
 - a. **You will receive an email after grades are posted** (for the semester that was identified on the Educational Support Grant application) regarding the status of funding approval.
 - b. After you have submitted the first Educational Support Grant application, you may simply login to your account to complete and submit another Educational Support Grant application.
 - c. If you have an *unsubmitted* application that is in pending status, you will not be able to start a new application until you have submitted the one in process.

Educational Support Grant Applications

Students pursuing a career in child care/development and attending a California community college may be eligible to apply for the new Educational Support Grant.

Eligible students MAY receive up to \$46 per unit (courses completed with a "C" or better). Complete this brief survey to see if you're eligible to apply for the new Educational Support Grant. Funding is first come, first served and funding is limited.

 **Application pending approval**

Application Date: 8/31/2020
11:34:07 AM

Number of Units: 6

Semester: Winter 2021

College: Santa Ana College