## Registration Form: Fall 2019

**Children’s Program Administrator Credential – Online**

*To register, complete ALL fields in this form. Please print legibly.*

### CUNYfirst EMPLID (8 digit CUNY ID)

### Circle one:
- [ ] Last name (family):
- [ ] First name (given):
- [ ] Middle name:

### Social Security number:

### Sex:
- [ ] Male
- [ ] Female

### Date of birth:

### Veteran:
- [ ] Yes
- [ ] No

### Ethnicity:
- [ ] White, non-Hispanic
- [ ] African American, non-Hispanic
- [ ] Puerto Rican
- [ ] Hispanic, other
- [ ] Asian or Pacific Islander
- [ ] Native American or Native Alaskan
- [ ] Other (please specify):
- [ ] Choose not to respond

### Permanent address (street and number):

### Apt:

### City:

### State:

### Zip code:

### How long have you resided at the above address?

### Years:

### Months:

### Telephone:

### Email (required):

### Citizenship:
- [ ] U.S.
- [ ] Other

### Type of Visa:

### Are you currently enrolled as a CUNY student?
- [ ] Yes
- [ ] No

### Educational background: Please list all colleges and universities attended, starting with the most recent.

### Years of Attendance:

### Name of institution:

### Major:

### Degree:

### Date of award:

### From:

### To:

### From:

### To:

#### Course Selections

##### Topic 1: Administering Children’s Programs

- **ECE 601** Organizational Management: Principles & Practices
  - Section: 01
  - Credits: 1
  - Mondays, August 26th 2019 – Sunday, September 22nd 2019

- **ECE 602** Personnel Management in Early Childhood Programs
  - Section: 01
  - Credits: 1
  - Mondays, September 23rd 2019 – Sunday, October 13th 2019

- **ECE 603** Foundations of Staff Development
  - Section: 01
  - Credits: 1
  - Monday, October 21st 2019 – Sunday, November 17th 2019

- **ECE 604** Supervision of Early Childhood Teachers
  - Section: 01
  - Credits: 1
  - Monday, November 18th 2019 – Sunday, December 15th 2019

##### Topic 5: Financial Planning & Management of Children’s Programs

- **ECE 606** Formulating a Financial Plan - Financial Planning and Management of Children’s Programs
  - Section: 01
  - Credits: 1
  - Monday, September 23rd 2019 – Sunday, October 13th 2019

- **ECE 607** Budgets and Accounting - Financial Planning and Management of Children’s Programs
  - Section: 01
  - Credits: 1
  - Monday, October 21st 2019 – Sunday, November 17th 2019

- **ECE 608** Expenses and Resources - Financial Planning and Management of Children’s Programs
  - Section: 01
  - Credits: 1
  - Monday, November 18th 2019 – Sunday, December 15th 2019

### Tuition

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Application Fee (do not pay if you have previously enrolled in an SPS course)</td>
<td>$70.00</td>
</tr>
<tr>
<td>Graduate Tuition (tuition and fees are subject to change)</td>
<td>$455.00 per course</td>
</tr>
</tbody>
</table>

For more information call: 212.652.CUNY (2869)

**Rev. 01/04/2019 – CPAC Spring 2019 / p. 1**
Do you work for a QUALYstarsNY program? ☐ Please indicate the ID number here: ____________

<table>
<thead>
<tr>
<th>Days in the Session</th>
<th>First Refund Period</th>
<th>Second Refund Period</th>
<th>After Computed Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days 1-3</td>
<td>Days 4-6</td>
<td>Final 22 Days</td>
<td></td>
</tr>
<tr>
<td>Percentage of Refund</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>Percentage of Liability</td>
<td>50%</td>
<td>75%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Quality Stars recipients should have a copy of their approved application at the time of course registration. Students who choose to register without an approved application will be subject to the tuition liability schedule.

PLEASE NOTE: If a student decides to drop the course, the student must notify the Associate Registrar immediately. The student will be subject to the School's tuition liability schedule and may be responsible for full payment.

IMMUNIZATION REQUIREMENTS

Students must present proof of immunization against measles, mumps, and rubella and return a Meningococcal Meningitis Vaccination Response Form, in order to register and attend classes.

Students must complete and mail the immunization forms to the address below:
CUNY School of Professional Studies
119 West 31st Street, 1st Floor
New York, NY 10001
Attn: Registrar

Please visit the following page to learn more about immunization requirements and to download the required forms: https://sps.cuny.edu/about/dean/policies/admissions-policies.

PAYMENT OPTIONS

Payment is due at the time of registration. You may pay your outstanding tuition via check or money order (no cash accepted) or submit a signed voucher, letter of credit, or sponsor/employer check payment by returning it to the address below:
CUNY School of Professional Studies
Attn: Bursar
119 W. 31st Street, 1st Floor
New York, NY 10001
Fax: 646-664-8722
Phone: 646-664-8640

Additional questions regarding charges and payment options can be sent to the Bursar's Office at bursar@sps.cuny.edu. If you need to request an official Bursar Bill, please submit the request by filling out the form on our website: http://sps.cuny.edu/forms.html.

Financial Aid Information:
Applicants who are applying for financial aid from the NY Early Childhood Professional Development Institute please visit: www.earlychildhoodny.org or email cpac@earlychildhoodny.org.