### Registration Form: Spring 2020

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

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

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**CUNYfirst EMPLID (8 digit CUNY ID)**

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**Circle one:**

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

**Mr.**  
**Mrs.**  
**Ms.**  
**Miss**  
**Dr.**

**Date of birth:**  
**/ /**

**Social Security number:**  
**/ /**

- [ ] Male  
- [ ] Female  
- [ ] 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):**

<table>
<thead>
<tr>
<th>Apt</th>
<th>City</th>
<th>State</th>
<th>Zip code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**How long have you resided at the above address?:**

**Telephone:**  
**Email (required):**

<table>
<thead>
<tr>
<th>Years</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>( )</td>
<td>-</td>
</tr>
</tbody>
</table>

**Citizenship:**

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

**Type of Visa:**

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**Are you currently enrolled as a CUNY student?:**

- [ ] Yes  
- [ ] No

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

<table>
<thead>
<tr>
<th>Years of Attendance</th>
<th>Name of institution</th>
<th>Major</th>
<th>Degree</th>
<th>Date of award</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Course Selections**

**Topic 4: External Environment & Children’s Program**

- **ECE 613 Ethics & Professional Standards**  
  - Section: 01  
  - Credits: 1  
  - Dates: Thursday, January 2nd, 2020 – Thursday, January 26th, 2020

**Topic 3: Operations Management in Children’s Programs**

- **ECE 605 Management Systems for Quality Children’s Programs**  
  - Section: 01  
  - Credits: 1  
  - Dates: Monday, February 3rd, 2020 – Sunday, March 1st, 2020

- **ECE 609 Technology & Communication to Enhance Early Childhood Programs**  
  - Section: 01  
  - Credits: 1  
  - Dates: Monday, March 9th, 2020 – Sunday, April 5th, 2020

- **ECE 610 Systems to Ensure Health, Safety, & Nutrition in Children’s Programs**  
  - Section: 01  
  - Credits: 1  
  - Dates: Monday, April 20th, 2020 – Sunday, May 17th, 2020

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**Registration**

<table>
<thead>
<tr>
<th>Destination</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Application Fee</td>
<td>$70.00</td>
</tr>
<tr>
<td>Graduate Tuition (tuition and fees are subject to change)</td>
<td>$470.00 per course</td>
</tr>
</tbody>
</table>

- [ ] Total enclosed: \$ ____________

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**Do you work for a QUALITYstarsNY program?:**

- [ ] Please indicate the ID number here: ____________

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**Tuition Obligations**

Should you choose to drop the course, you will be billed by the School according to the chart below.
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.

Return this form to the address below.

CUNY School of Professional Studies
Attn: Associate Registrar
119 W. 31st Street, 1st Floor
New York, NY 10001
Fax: 646-664-8722

Print name: ________________________

I certify that the information entered on this application is complete and correct.

Signature of applicant: ________________________

Date submitted: / / 

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.