INTENT TO REGISTER FORM
Vermont Afterschool, Inc.
Spring 2027

Thank you for your interest courses for afterschool and summer professionals through the Community College of Vermont (CCV). These courses are offered tuition-free to people currently working in a **regulated childcare or regulated afterschool setting.** These opportunities are made possible by a generous grant from the Vermont Department for Children and Families, Child Development Division. To secure a place in one or more courses this spring, please complete all sections below.

Select the course(s) you're registering for:

- ☐ EDU 2065: Afterschool Education and Development of the School Age Child
- ☐ EDU 2145: Social Emotional Development in Children Ages 5-18
- ☐ EDU 2185: Curriculum and Environmental Development in Afterschool and Youth Programs

1. About You

Full Legal Name *(please print clearly):*		
Date of Birth:		
Mailing Address:		
Home Phone:	Work Phone:	e-mail:

2. Community College of Vermont (CCV) Information

Have you applied to CCV?
Has a CCV advisor given you permission to sign up for this class?
CCV Student Identification #*(if known):*

3. Do you work in:

Setting	Yes	No	VT License #
A *Licensed* Afterschool Program?			
A Childcare Center?			
A Registered Family Childcare Home?			

4. Current Employment

Place of Employment:
Address of Employer (street, city, state):

Length of time employed in the afterschool and/or child/youth care field:

_____ Months _____Years

Number of children directly in my care: _____

BFIS Quality and Credential case account:

5. Supervisor Signature

My supervisor attests to my current employment in the field:

Name of Supervisor (Please Print Clearly):	
Supervisor Phone:	Supervisor email:
Signature of Supervisor:	
Date:	

6. Accreditation and Credentials

	Yes/Level	No
What STAR (Vermont's Step Ahead Recognition System) level has your program achieved?		
Are you currently pursuing the **Vermont Afterschool Professional Credential (VAPC)**?		

I understand that state, federal, and private funds are being used to fund this course. I agree to share pertinent information for data collection needs, including how this course may impact my income and work as a childcare provider. This information will be used for grant writing and reporting only. I also give permission to Community College of Vermont to confirm my participation in this class and to release my final grade to Vermont Afterschool, Inc. and the Northern Lights Career Development Center for the purpose of entering it into my Quality and Credential case account in the Bright Futures Information System (BFIS).

Applicant's Signature: _____ Date: _____

Email completed form to: Ben Ardel, Program Support Coordinator
ben@vermontafterschool.org

FOR OFFICE USE ONLY APPROVED
CDD Signature_____ Date _____

Community College of Vermont
Steps to Enrollment for CDD Class Students
Spring 2027

You must file an *Intent to Register* form with Vermont Afterschool, Inc. in order to hold a spot in this class!

Note: Advisors in any center can work with students to be sure they have completed all the steps necessary to be enrolled in the course.

Depending on the student, steps may include:

1. Students must apply and be accepted to CCV. If students are current CCV students, they are all set. If they have never been a CCV student or it has been more than 4 semesters since they attended CCV, they will need to apply: https://ccv.edu/apply
2. Students new to CCV should connect with a CCV advisor to determine their next steps for enrollment and to be sure they are eligible to take the course. The steps for completing admission and being ready for enrollment will depend on the student, and advisors will be able to determine an individual student's path. For example:
    - Brand new college students will take the **Accuplacer** assessments.
    - Advisors may be able to waive assessments for students with prior college experience, but they may need to see the student's transcript.
    - If a student has a prior degree, he or she will not need to take assessments. If the student wants a degree from CCV, he or she will need to send official copies of transcripts and submit a degree plan. If the student does not want a degree, he or she will not have to submit a transcript or complete a degree plan, but may still need to connect with an advisor to learn about CCV resources, online learning, etc.

Current students should also connect with an advisor to be sure they have necessary prerequisite skills, to learn more about online learning if they are new to online learning, to discuss how the course will fit into their degree plan, etc.

For returning students, this can be as easy as a quick e-mail or phone call to their advisor. For brand new college students, it will mean setting up a **New Student Appointment** and working with an advisor to complete admission steps.