

**CDTC/Permit Applicant Instructions for Early Education and Support Division (EESD)  
Professional Development Profile for Direct Service Participants-Online**

**INSTRUCTIONS FOR COMPLETING PROFESSIONAL DEVELOPMENT PROFILE ONLINE**

Dear Permit Applicant:

To be eligible for services through the Child Development Training Consortium (CDTC), you must go online to complete a **Early Education and Support Division (EESD) Professional Development (PD) Profile**.

The Professional Development Profile is located on the Child Development Training Consortium Web Site at [www.childdevelopment.org](http://www.childdevelopment.org).

**Steps to locate and complete the Professional Development Profile form:**

1. On the home page of the CDTC Web Site ([www.childdevelopment.org](http://www.childdevelopment.org)), select “Child Development Permit Stipends”
2. Select the Professional Development (PD) Profile link located in the yellow box on the right
3. Select the “Fill Out PD Profile” button on the right-hand side
4. **If you are a new user**, select the “create an account” button and fill out the information on the form (this will allow you to access your PD Profile in future semesters)
  - a. Select the Direct Service Category form from the drop down list
  - b. Select the “Fill out PD Profile” button
  - c. Complete **ALL** the questions (birthday and last 5 digits of SS are very important)
  - d. Select the “Save PD Profile” button
  - e. Print confirmation page and attach it to the Child Development Permit Application
5. **If you are a previous user, (if you have previously created an account and completed a Professional Development Profile online)** log in with your login and password information
  - a. After logging in - update the information or select the “Save PD Profile” button
  - b. Print confirmation page and attach it to the Child Development Permit Application
  - c. Select “Sign Out” link

Thank you!