*Oregon achieves . . . together!*

**Beth Wigham**

*Education Specialist*

Office of Teaching, Learning, and Assessment

255 Capitol St NE, Salem, Oregon 97310

Ph: 503-947-5708 | beth.wigham@state.or.us

**CHILD DEVELOPMENT SPECIALIST (CDS) AUTHORIZATION**

**Renewal Application Checklist**

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Application to renew a Child Development Specialist (CDS) authorization is accomplished through the school district’s yearly submission of required materials for each candidate. Once appropriate materials have been submitted, an authorization letter will be sent to the person requesting the authorization. Authorizations will not be processed without all materials being provided.The work of all CDS should align with the district’s Comprehensive School Counseling Program.

**The following materials are required for CDS Authorization:**

* Updated Child Development Specialist Plan (This should be a part of the District’s Comprehensive School Counseling Program – 1 copy per district)
* Request for Authorization Form (1 copy per district listing all new, renewing, and deleted CDS staff)
* Summary of Activities for the previous academic year for each Child Development Specialist

(These should be signed by the principal)