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**CHILD DEVELOPMENT SPECIALIST (CDS) AUTHORIZATION**

**Initial Application Checklist**

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

Application to become a Child Development Specialist (CDS) is accomplished through school district submission of required materials. Application materials should be submitted to the Oregon Department of Education prior to actual employment of the Child Development Specialist. 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 authorization of new CDS:**

* Updated Child Development Specialist Plan (This should be a part of the District’s Comprehensive School Counseling Program -1 copy per district. Minor changes can be noted on the Request for Authorization Form)
* Request for Authorization/Re-authorization Form
* Current resume of candidate documenting required education and other information pertinent to the position
* Transcript(s) documenting the coursework taken by the candidate (The OAR recommends a Master’s degree. We accept Master’s degrees in school counseling or a related field, such as psychology, social work, etc.)
* A copy of a completed fingerprint-based Criminal History Verification Form # 581-2283. (Copy of License requiring fingerprint based CHV can be used)
* The Competency Evaluation Form completed by each of the following:

1. The Candidate
2. A representative of the candidate’s former employment (or, lacking an appropriate employment history, a representative of the candidate’s graduate degree intuition or a recent academic preparation)
3. The superintendent or designated supervisor of the candidate from the employing district