

**Classroom Aquarium Education Program  
Bay Delta Region**

**Hints for submitting your application for eggs and returning your permits**

Of the 400 applications and permits we process each year, most go through without a problem. A few have issues and require additional time. If not dealt with, it is possible for a teacher to lose their eligibility to participate in the program.

Submitting your paperwork is not enough – it is the TEACHERS responsibility to check to make sure CDFW received the document.

Most common problems:

- Applications not complete or missing the principals signature
- Applications sent by mail or fax are not received by CDFW

**Hints to help get your application and permit approved**

1. Fill out the form completely (including having your principal sign the application)
2. Scan the document and submit from your email address (do not send it from the scanner as CDFW security protocols do not allow us to open attachments from unrecognized addresses)
3. Send a copy to your coach and keep a copy for your records
4. Check the status of your submission at [www.classroomaquarium.wordpress.com](http://www.classroomaquarium.wordpress.com) (there is a link at the top of the page)

**Submit completed forms by email – R3CAEP@wildlife.ca.gov**

Mail and fax submissions are discouraged but accepted:

2825 Cordelia Rd Suite #100, Fairfield, CA 94534 fax (707) 428-2036

**NOTE:** Most “lost” or “not received” forms come from these two sources. Be sure to check the status of your submission at [www.classroomaquarium.wordpress.com](http://www.classroomaquarium.wordpress.com)

**We DO ACCEPT**

- PDFs of applications and permits completely filled out
- Faxes or hard copies of applications/permits completely fill out

**We DO NOT ACCEPT:**

- Photos of applications of permits
- Applications or permits sent directly from a scanner
- Applications or permits that are not complete.

|

**Deadlines**

**Applications (request for eggs)**

Returning teachers: Applications for eggs are due by December 15

New teachers: At your training workshop (arrive with a blank application signed by your principal)

**Permits**

Within 10 days of release of your fry (or death of the last fish)