

**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

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

Mail and fax submissions are discouraged but accepted:

7329 Silverado Trail, Napa, CA 94558

(707) 944-5563

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

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