CHECKLIST FOR FARMWORKER ADVANCEMENT PROGRAM

This program is for California farmworkers and their immediate families. To be eligible to join the program:

1. You must have worked in the agriculture industry for at least 12 consecutive months in the last 2 years. OR
2. Be a migrant farmworker whose labor requires travel to a job site such that you cannot return to your permanent residence within the same day OR
3. Be either a migrant or seasonal farmworker OR
4. Be the dependent of an eligible migrant or seasonal farmworker.

Gather these items for the UCR application:

☐ ID or Driver's License

☐ Vaccine Records- must include current:
   o Measles, Mumps, and Rubella (MMR)
   o Tetanus, Diphtheria, and Pertussis (Tdap)
   o Influenza (Flu)
   o Hepatitis B
   o Tuberculosis (TB) Clearance
   o COVID-19 (Some childcare facilities may have a requirement policy for staff)
   o If you do not have your vaccine record or need a booster, you may visit your doctor, local pharmacy, or the California Department of Public Heath to find a provider near you. Link to English Spanish Flyer

☐ Legal residency status verification (choose one):
   o US Birth certificate
   o Certificate of naturalization
   o US Passport
   o Green Card
   o Refugee Card
   o Other options are listed in the application

☐ Education Level (choose one):
   o High School Diploma or Equivalency
   o Transcript of any education you have completed, including Junior High or High School, even if you did not complete it. (If you do not have access to your records, please contact us and we will try to accommodate you.)

☐ Employment Verification (choose one):
   o Pay Stub
   o W2

☐ Participant Information Release Form (available in the application)

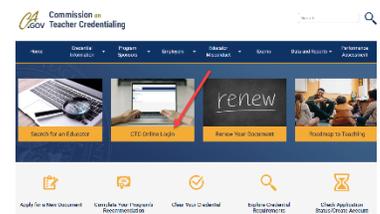☐ WIA UI- Data Consent Authorization Form (available in the application)

Once you have applied to our program, please allow us 5 business days to review your application. We will contact you if the application is incomplete. We will also email you when your application is approved. If you have any questions during this process, please email ucxfarmworker@ucx.ucr.edu We are happy to assist you.

Once your application has been submitted, two (2) background checks will be required.

1. Fingerprinting for the CTC's "Certificate of Clearance": This is required by the CTC and by UCR to start the program. Please do this right away.

2. Fingerprinting for your internship: This will need to be completed when you are ready to start your 50-day internship at a childcare location.

Here are the directions on how to get fingerprinted for the Certificate of Clearance:
1. Print three copies of the Live Scan 41-LS form (if you do not have access to a printer, please contact us right away at (951) 827-0157, and we will mail you the copies). Take these to a location offering Live Scan electronic fingerprint services for submission to the Live Scan operator. (Click here to view a listing of Live Scan locations.) You will be required to pay a processing fee to the Live Scan operator for your prints to be scanned. Retain a copy of the Live Scan form for your records.
2. From the CTC's Home page, use the CTC Online Login button to complete the online application. If you need help completing your CTC online profile and Certificate of Clearance application, please contact us at ucxfarmworker@ucx.ucr.edu or give our Enrollment Advisor, Teresa Medina, a call at (951) 827-0157.
3. The CTC's application fee is $52.65 and must be submitted by credit or debit card at the end of the application. Immediately following the payment and successful submission of the online application, an email will be sent containing a confirmation number.
4. Most background checks are completed in 10 business days. Once you receive notice that your Certificate of Clearance has been issued, please email ucxfarmworker@ucx.ucr.edu to notify us. If it takes longer than 10 days, please also contact us to keep us in the loop.

Once you notify UCR that the CTC has granted your Certificate of Clearance, you will be officially admitted to the program! We will then arrange a date and location for you to pick up your laptop and accessories. At that time, we will also help you set up your laptop, NetID, and Multi-Factor Authentication (MFA) to ensure you can access Canvas. Canvas is our online learning platform where you'll find your classes, syllabi, assignments, and homework. Mark your calendar: your first class begins on Saturday, October 4, 2025!

Please feel free to contact us at ucxfarmworker@ucx.ucr.edu or at 951-827-0157 for any questions or concerns you may have. We are very happy to help you and excited to start this journey together.