

# SCCC Instructions for Obtaining an Entertainment Work Permit

**Step 1** – Go to <https://cadir.my.site.com/registrations/s/login/>

- For Permit Renewals, log in with your existing account – **don't create a new account!**
- For new families, create a new account.

The screenshot shows a web browser window with the URL [mycadir.force.com/registrations/CommunityLogin](https://mycadir.force.com/registrations/CommunityLogin). The page header includes the State of California Department of Industrial Relations logo and a "Back to DIR>>" link. The main heading is "Login". A light blue box contains instructions: "To apply for your license or registration, you must [create a new account](#). If you handle registration for multiple entities, please create only one user account. Your username and password in the old system will not work." Below this, it says "We recommend using the Chrome browser for optimal performance. You can download the Chrome browser [here](#)." There are two input fields: "Username / Email Address" and "Password". At the bottom, there is a "Login" button and a link for "Forgot Your Password?".

The screenshot shows a web browser window with the URL [mycadir.force.com/registrations/CommunityRegister](https://mycadir.force.com/registrations/CommunityRegister). The page header is identical to the previous screenshot. The main heading is "Create an Account". Below the heading, it says "Please fill out the following fields to create a new account. Required fields are indicated with an asterisk." There are six input fields: "First Name\*", "Middle Name", "Last Name\*", "Email\*", "Confirm Email\*", "Title", and "Phone". At the bottom, there is an "Address Line 1" input field.

**For New Choristers Only** - After Creating an account, you will see this page. Under My Dashboard, select a registration type from the drop-down menu – click on **Minors- Entertainment Work Permit** and click **New**.

**For Permit Renewals** – Scroll down to the bottom of My Dashboard and find your chorister’s name. Click the **Renew** button.

The screenshot shows a web browser window with the URL [mycadir.force.com/registrations/CommunityRegistration](http://mycadir.force.com/registrations/CommunityRegistration). The page header includes the State of California Department of Industrial Relations logo and a "Back to DIR>>" link. The main content area is titled "My Dashboard" and features a dropdown menu for "Select a Registration Type" with options: Car Wash, Providers – Child Performer Services, **Minors – Entertainment Work Permit** (highlighted), Farm Labor, Garment, Janitorial, Production – Entertainment Permit to Employ, Public Works Contractor Registration, and Talent Agency. To the right of the dropdown are two buttons: "New" and "Link Existing Registration". Below these buttons, there is instructional text: "If you are using the old system, click **Link Existing Registration**. If you are using the new system, click **New** in the dropdown menu above and click **New**. After clicking **New**, you will be prompted to enter the registration number. You cannot edit once the application status is 'Submitted', 'Payment Pending', 'In Review', or 'Expired'. The link will be available 90-days (**60-days for Entertainment Work Permit, 60-days for Public Works contractor registration**) before the license expiration date, until the expire date." Below this text is a list of instructions: "To pay registration fees, click the **Pay Now** link in the Registration # column." and "Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#)." At the bottom of the page, there is a link for "Status Definitions".

**Step 2 – Complete Parent/Guardian Information.** Be sure to fill out all required fields. Click **Next**.

The screenshot shows a web browser window with the URL `mycadir.force.com/registrations/VIPForm_VIP_FormWizard?id=a1Rt000003sU7PEAU`. The page is titled "REGISTRATION SERVICES" and is part of the "Department of Industrial Relations STATE OF CALIFORNIA" system. The main content area is titled "Parent/Guardian Information" and is marked as "In Progress". It displays a "Permit Number" of "EWP-LR-1000826174" and a text prompt: "Add and enter parent/guardian information here." Below this is a table with columns for "Action", "First Name", "Last Name", "Relationship", and "Residential Phone". There are "Save & Exit" and "Next" buttons at the top and bottom of the form area. A sidebar on the left contains navigation options: "Parent/Guardian Information In Progress", "Minor Information", "Download Applications To Be Completed", "Upload Documentation", and "Completion Review".

REGISTRATION SERVICES

Parent/Guardian Information **In Progress** [Next](#)

[Save & Exit](#)

**Permit Number**  
EWP-LR-1000826174

Add and enter parent/guardian information here.

[+ Add the Parent/Guardian](#)

Action	First Name	Last Name	Relationship	Residential Phone
--------	------------	-----------	--------------	-------------------

[Save & Exit](#) [Next](#)

### Step 3 – Complete Minor Information. Registration Duration is a 6 month permit.

Registration Services

mycadir.force.com/registrations/VIPForm\_VIP\_FormWizard?id=a1Rt000003sU7PEAU

REGISTRATION SERVICES

Parent/Guardian Information **Completed**

Minor Information **In Progress**

Download Applications To Be Completed

Upload Documentation

Completion Review

Minor Information

Save & Exit

Permit Number  
EWP-LR-1000826174

Enter the Registration duration, medical, school and minor information.

10-day permit

- One time, usually immediate 10-day license for \$50. Only available to minors who have never applied for either permit before.
- Only minors 15 days to 15 years old are permitted to apply.

6-month permit – New and Renewal permit for 6-month subject to review and approval. There is no charge for the 6-month permit.

\* Registration Duration  
6 Months - Permit

Primary Parent Email

*This is a required field if you are submitting online.*

**Medical Status** – Click **Not Required – Older than 30 Days Old** from the drop-down menu. Medical status and record NOT required! Once you have completed the Minor Information page, click **Next**.

Registration Services

mycadir.force.com/registrations/VIPForm\_VIP\_FormWizard?id=a1Rt000003sU7PEAU

REGISTRATION SERVICES

Parent/Guardian Information **Completed**

Minor Information **In Progress**

Download Applications To Be Completed

Upload Documentation

Completion Review

Minor Information

Save & Exit

*This is a required field if you are submitting online.*

Medical & School Record Information

\* Medical Status  
Not Required - Older than 30 days old

\* School Type  
--None--

School Name

Only one minor per permit for new applicant. For renewals update as needed.

Enter minor information here.

\* First Name

Middle Name

\* Last Name

## Step 4 – Download Application to Be Completed

- **If your chorister is in first grade or above**, scroll down the page and click **Application with School Record** to download the form and print it. After you have printed the School Record Form, click **SAVE & Exit**. You will return here after your school record form has been properly filled out and certified by your school. Please see next page of instructions.
- **If your chorister is in kindergarten**, click **Next** to go to the Upload Documentation page to upload a PDF scan of his or her birth record. Do not print or complete the school record form.

The screenshot shows a web browser window with the URL [mycadir.force.com/registrator/VIPForm\\_VIP\\_FormWizard?id=a1Rt0000003sU7PEAU](https://mycadir.force.com/registrator/VIPForm_VIP_FormWizard?id=a1Rt0000003sU7PEAU). The page header includes the logo for the Department of Instruction, State of California, and the title "REGISTRATION SERVICES".

The main content area is titled "Download Applications To Be Completed" and features a "Save & Exit" button. Below this, there is a navigation bar with "Previous" and "Next" buttons.

The page contains the following text and links:

For minor in grades 1 through 12, a completed Application with School Record form is required to obtain the next enrollment work permit and for every renewal. Click "Application with School Record" below to download the form which the school must complete.

**Health Record Form**  
The Application with Health Record must be downloaded, printed and certified by a physician when any of these are true:

- The minor is between 15 to 30 days old
- The minor requires medical certification

[Application with Health Record](#)

**School Record Form**  
The Application with School Record must be downloaded, printed and certified by an authorized school official when both of the following are true:

- The minor is in grade 1 through grade 12
- AND School is in session

[Application with School Record](#)

The left sidebar shows the progress of various steps: Parent/Guardian Information (Completed), Minor Information (Missing Required Data), Download Applications To Be Completed (In Progress), Upload Documentation, and Completion Review.

The URL at the bottom of the page is: <https://mycadir.force.com/registrator/RegistrationDocDownload?id=a1Rt0000003sU7PEAU&sectionId=a3St00000010wFUeAY&componentId=a3Tt0000001DWimEAG#>

**Important information regarding the School Record Form for Grades 1 -12th (Application for Permission to Work in the Entertainment Industry).**

**Section A** – This Section is prefilled. Please check that the information is correct. If changes need to be made, please log back into the website and update the minor information and reprint the application.

**Section B** – Section B must be completed by a school official. When the form is returned to you from your school, please make sure that it was completely certified:

- ✓ Attendance checked SATISFACTORY
- ✓ Academics checked SATISFACTORY
- ✓ Health checked NOT NEEDED
- ✓ Certification checked AGREE
- ✓ Signature and Title of Authorized School Official
- ✓ Date
- ✓ School Address
- ✓ School Phone Number
- ✓ SEAL or Stamp

**If any of these things are missing, your application will be rejected by the State of CA and you will have to download a new form and take it back to your school once again. Save yourself the hassle and check the form before leaving the school!**

**Homeschoolers:** If you homeschool under a PSP or Charter School, have the head of your PSP or Charter fill out Section B. If you homeschool by filing the affidavit directly with the state, fill out section B and upload a copy of your current affidavit.

**Section C** – Parent signature is required

**Section D (Page 2)** – **This section is for 14–17-year-old minors only.** CA law now requires minors aged 14-17 to complete sexual harassment prevention training to obtain an entertainment work permit.

- Training Course Link: <https://www.dfeh.ca.gov/shpt/>
- Note: When you reach "choose your training", click "nonsupervisory."
- Training course is approximately 1 hour in length.
- Print the Certificate at end of the training course. You will need to upload your certificate with your school record form.
  - The Certificate is good for two years.
- Sign Section D of the School Record Form

**Next, make a clear scan of the School Record Form.** Please note: if your school's seal is embossed and not ink, you will need to make sure the embossing is legible.

**Tips for making embossing legible:** Scribble lead pencil on scratch paper. DO NOT scribble directly on the seal or it will flatten it. Lay the scratch paper lead-side down over the embossed seal, then, gently rub the scribble mark onto the seal. You could instead lightly brush on colored eye shadow to make the seal legible.

**Step 5** - Now you are ready to upload! Log in to your account and choose **Update** link near your chorister's name to get back into the system.

my Dashboard

Select a Registration Type

Instructions:

- To transfer an active registration from the old system, click **Link Existing Registration**.
- To start a new application, select from the dropdown menu above and click **New**.
- To revise the existing registration, click **Update**.
- To edit a saved application, click on the registration number. You cannot edit once the application status is "Submitted", "Payment Pending", "In Review", "Expired", "Resubmitted" or "Renewed".
- To renew an application, click **Renew** Link will be available 90-days (**60-days for Entertainment Work Permit, 60-days for Public Works contractor registration**) before the license expiration date, until the expire date.
- To pay registration fees, click the **Pay Now** link in the Registration # column.
- Car Wash: To complete the registration process, you must print the submitted application or a copy of your email stating your application has been submitted and send it with the [IRS Form 8821](#). Upon receipt of the IRS response, please return to attach the IRS Clearance letter to your application. [IRS form 8821 Instructions](#).

Status Definitions

Actions	Business Name / Individual Person	Registration #	Registration Type	Submitted Date	Status	Effective Date	Expiration Date	Payment Status	Balance Due	Exam Passed Date	Registration Duration
<a href="#">Delete</a>	[REDACTED]	KP-EP-156400- [REDACTED] <a href="#">Update</a>	Entertainment Work		Incomplete				0.00		6 Months - Permit

[https://mycadir.force.com/registrations/VIPForm\\_VIP\\_FormWizard?id=a1Rt0000003sU6bEAE](https://mycadir.force.com/registrations/VIPForm_VIP_FormWizard?id=a1Rt0000003sU6bEAE)

Then choose the Upload Documentation from the left side tool bar; this will take you right to the uploader and you can skip all the previous steps you have already completed.

- For Kindergarten - Upload a Birth Record
- For First Grade and Up – Upload School Record Form under School Document #1
- For choristers 14-17 years - Upload the Sexual Harassment Prevention Certificate
- For homeschoolers who file the affidavit directly with the state, you will also upload your current affidavit under School Document #2. If you homeschool with a PSP or Charter, upload only the school record certified by the head of your PSP or Charter.

Type	Description	Instructions	Attachment Required
Miscellaneous Documents		Please Upload Birth Record	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please Upload Medical Record Form	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload sexual harassment prevention certificate #1.	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload sexual harassment prevention certificate #2.	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload School Document #1	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload School Document #2	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload School Document #3	<input type="button" value="Choose File"/> No file chosen

After you have chosen your files, scroll down to the bottom and click **Upload & Save**

Miscellaneous Documents		Please upload School Document #2	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload School Document #3	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload School Document #4	<input type="button" value="Choose File"/> No file chosen
Miscellaneous Documents		Please upload School Document #5	<input type="button" value="Choose File"/> No file chosen



**Step 6** - Read the information and complete the fields on the “Completion Review” page. Scroll down to read and complete all the fields.

Registration Services

mycadir.force.com/registrations/VIPForm\_VIP\_FormWizard?id=a1Rt0000003sU7PEAU

REGISTRATION SERVICES

Parent/Guardian Information Completed

Minor Information Missing Required Data

Download Applications To Be Completed Completed

Upload Documentation Completed

Completion Review

In Progress Completion Review

Save & Exit

Permit Number

EWP-LR-1000826174

Legal Disclaimer & Consent

By entering your name, you are electronically signing this form certifying that it is your desire that an Entertainment Work Permit be issued to the child listed on this application. You also agree to read the rules governing such employment and to cooperate to the best of your ability in safeguarding his or her educational, moral and physical interest. I hereby certify, under penalty of perjury, that the foregoing statements are true and correct. ANY MATERIAL MISREPRESENTATION IS GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF A PERMIT. If incomplete or inaccurate information is provided, the application will be returned to you and there may be a delay in processing your application.

\* I Agree

--None--

Previous

When you get to the bottom, click **Submit**

Registration Services

mycadir.force.com/registrations/VIPForm\_VIP\_FormWizard?id=a1Rt0000003sU7PEAU

REGISTRATION SERVICES

Parent/Guardian Information Completed

Minor Information Missing Required Data

Download Applications To Be Completed Completed

Upload Documentation Completed

Completion Review

Completion Review

Save & Exit

Previous

CLICK ON SUBMIT BUTTON BELOW TO COMPLETE SUBMISSION

Successful submission will return you to My Dashboard. If nothing happens, please scroll to the top of the page to see the error message.

Submit

Previous

You will receive an automated email from the DLSE office stating that your application was submitted.

**Step 7** – Watch your email! When the application is approved, you will receive a second email from the DLSE office with the approved permit attached as a PDF. **Please forward the email from the DLSE office with the PDF attachment to [workpermitinfo@scchorus.org](mailto:workpermitinfo@scchorus.org).** You’re done! Thank you very much!! 😊