



CDA a program of Family & Early Childhood Education
CDA (Child Development Associates) Credentialing Training Program
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CDA Development Center

WELCOME!!!!!!!

We are excited about starting up our next 9-Month CDA Credentialing Training Program. This could be one of the most important career decisions that you can make. Advancing your knowledge and skills as a teacher is an exciting and rewarding commitment to children and their families in helping them grow and develop to their fullest potential. We offer a supportive learning environment that is grounded in actual hands-on experiences, as well as theory. Training takes place both in the classroom and through guided field experiences with children. Over the past few years, more than 500 students have completed our program and been awarded with the CDA Credential from the *Council for Professional Recognition* in Washington, D.C.

What is a Child Development Associate (CDA) Credential?

The CDA Credential is recognized nationally as the quality standard for training of professional early childhood teachers. CDA training helps teachers work effectively with infants, toddlers, preschoolers, and their families in either a center-based or family childcare setting.

The CDA Development Center Training Philosophy

CDA Development Center's training program is committed to the idea that quality care makes a positive difference in the lives of the teachers, children, and families. Working in the field of childcare is an important job requiring specialized skills and knowledge in early child development. CDA Credentialed teachers can demonstrate an appropriate learning environment for children to reach their highest potential. The course curriculum is based on the knowledge of the most current research, Early Childhood theory and practice, and the NAEYC's standards for developmentally appropriate practice.

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WHY CHOOSE CDA DEVELOPMENT CENTER FOR YOUR TRAINING??

- It's successful!! As noted above over the past few years, over 500 CDA Development Center students have received their CDA Credential because of this program!
- It's "do-able". Coursework is completed in only 9- months. Classes meet once a week.
- It's comfortable. The people you will be learning with are folks who share your interests and passion for working with children.
- It's set up for a broad range of students. The curriculum is designed in steps that flow in an orderly fashion from beginning to end.
- It's great for hands-on learners: Work while you train.

- It offers continuous one-on-one support and guidance.
- It allows you to take away many meaningful hands-on activities.
- It's providing you with a support group. The training group stays the same throughout the course, building a sense of community

WHAT CAN THIS TRAINING DO FOR YOU?????

We have found that those childcare teachers who have taken this course report that they were able to be more effective at their jobs and that they enjoyed their work more!!!

Beyond that, there are some very real professional advantages to getting this credential.

If you are a Family Child Care Provider,

- Brings you to a level 4 under the Staffing and Professional Development Career lattice.
- It can bring you to a Step 2 in compliance with the Quality Rating System.
- Continued Professional Growth toward Family Accreditation and Quality Childcare (NAFCC)
- Makes your job easier.

If you are working in a Child Care Center, the CDA credential opens the door for professional advancement.

- This credential is increasingly required to become or remain a Lead Teacher or Program Director.
- The CDA credential can also an essential component to the NAEYC Accreditation Process.
- As part of this process, CDA Development Staff will work with you to develop your classroom to help you use your space and materials in the most productive way possible.

APPLYING FOR YOUR CDA CREDENTIAL

The CDA Development Center's Program will provide you with all the tools you need to receive your CDA Credential. Prior to receiving this credential, you will need to:

1) Document your 120 training hours

CDA Development Center's class's focuses on these essential content areas:

- Planning a safe and healthy learning environment
- Advancing children's physical and intellectual development
- Establishing positive relationships with families
- Effectively managing a child development program
- Maintaining a commitment to professionalism
- Observing and recording children's behavior
- Applying principles of child growth and development

2) Document 480 hours working with children. This is referred to as your "fieldwork."

If you are currently employed as a childcare teacher in a licensed childcare setting, you can meet this requirement right where you work. If you are not currently working as a childcare teacher, we can place you in a licensed facility in your community. CDA Development Center assists all students' interns in finding a quality center that matches their individual interests.

One of our best features is having one-on-one assistance for each student from a Field Advisor. A Field Advisor

will visit the student's work site for individual support and guidance.

3) Complete and submit a "Portfolio".

CDA Development Center's staff will work with you to develop this document. This is to demonstrate that you have certain "competencies" when it comes to working with young children. It is also a practical tool that you can use as your own personal "reference book" when working with the children you care for.

4) Pay the \$425.00 assessment fee to the *Council for Professional Recognition* in Washington, D.C.

TUITION:

CDA Development Center's tuition is an all-inclusive cost of \$800.00. This includes the Field Advising, 120 hours of Early Childhood Education instruction and the Competency Standard Textbook.

CDA Development Center is one program of The Opportunity Alliance, a non-profit agency and partially supported by the United Way of York County and United Way of Greater Portland. We offer this training at the lowest possible cost to us. We want to make it available to as many people as possible, so we have a flexible payment plan. Don't forget that educational expenses can be a tax deduction.

GOOD LUCK TO YOU, ONE AND ALL

We look forward to meeting you and assisting in any way we can as you embark on path to becoming a CDA Credentialed early childhood teacher!



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APPLICATION FOR ENROLLMENT

I. General Information

Name: _____ Today's Date: _____
Social Security #: _____ Date of Birth: _____
Other/Previous Names: _____
Mailing Address: _____

Phone #: _____ E-mail: _____

II. Academic Information

High School Name: _____ Date Graduated: _____
Address: _____
G.E.D. School: _____ Completion Date: _____

III. Post High School Education

1. List all Education Institutions or Trainings attended since High School.

Name of School	Date Attended	Degree/Certificate
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Specific Classes related to Early Childhood Development:

3. CPR Certified: No: _____ Yes: _____, Expiration Date: _____

4. First Aid Certified: No: _____ Yes: _____, Expiration Date: _____

IV. Work History:

Fill in all employment history, starting with the most current. Use additional paper if needed.

A. Name of Employer: _____
Address: _____
Job Title: _____
How long: _____
Phone: _____

B. Name of Employer: _____
Address: _____
Job Title: _____
How long: _____
Phone: _____

C. Name of Employer: _____
Address: _____
Job Title: _____
How long: _____
Phone: _____

V. Training Goals

Please check all the following that describes you (there are no right or wrong answers)

1. I am interested in obtaining a CDA Credential to be recognized as a professional by parents, staff, the community, and the State of Maine “Quality Standards”.
2. I am interested in networking and sharing ideas with others.
3. I want to learn the latest teaching skills in helping young children reach their potential.
4. I want to work with special needs children.
5. I am enrolling to gain the formal education needed for state and federal childcare licensing requirements.
6. I want to learn more about children to become a better parent.
7. I want to work with the families of young children as a supportive educator and resource.
8. I want a CDA Credential, because I can continue to work with children and meet the Field Hours requirements.
9. I want to gain college credits towards an early childhood education college degree.
10. I want the CDA Credential, because it is a nationally recognized credential.

VI. For those who are currently working in a licensed childcare setting

Are you currently working with young children: Yes No

If yes... Name of childcare program: _____

Address: _____

Phone: _____

Name of Supervisor: _____

Your Current Title: _____

Type of Program: Family Day Care
 Center-based preschool
 Center-based infants/toddlers
 Center Based School Age

PLEASE NOTE: The following questions on income, gender, race, and age are strictly confidential and are used only for United Way funding purposes and data.

Household Income based on the Federal Poverty Level.

Please CHECK the one which applies to you and or your family household income.

- \$12,880 for individuals

- \$17,420 for a family of 2
- \$21,960 for a family of 3
- \$26,500 for a family of 4
- \$31,040 for a family of 5
- \$35,580 for a family of 6
- \$40,120 for a family of 7
- \$44,660 for a family of 8
- Above low income.

PLEASE CHECK

Gender:

- Male
- Female
- Non-Binary

PLEASE CHECK

Age:

- 18-24
- 24-44
- 44-55
- 55-65
- 65+

PLEASE CHECK

Ethnicity:

- American Indian or Alaskan Native
- Asian

- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- White
- More than one ethnicity
- Other

Enclose the following into an envelope:

- a. This Application for Enrollment**
- b. The Attached Financial Contract**
- c. Check/money order, non-refundable Registration Fee, in the amount of \$50, payable to CDA Development Center**

And Mail To: CDA Development Center, 50 Lydia Lane, South Portland, Me. 04106

We will need you to submit a copy of your high school diploma or GED.

For Office Use Only:	
Interviewer: _____	Date: _____
Date Activated: _____	Date of Training: _____
Date Ended: _____ - Screening Submitted: _____	