

Child Development Associate Preparation Program

4C for Children, Northern Kentucky

Program Information and Policies

Child Development Associate Credential

The Child Development Associate (CDA) is the most widely recognized credential in early childhood education (ECE) and is a key stepping-stone on the path of career advancement in ECE. The CDA credential is based on a core set of competency standards, which guide early care professionals as they work toward becoming qualified teachers of young children. The Council works to ensure that the nationally transferable CDA is a credible and valid credential, recognized by the profession as a vital part of professional development.

Course Description

During the CDA Program, candidates will participate in 120 hours of formal early childhood training covering the growth and development of children aged from birth to 5 years, with no fewer than 10 training hours in each of the following subject areas:

- Planning a safe and healthy learning environment
- Advancing physical and intellectual development
- Supporting children's social and emotional development
- Building productive relationships with families
- Managing an effective program operation
- Maintaining a commitment to professionalism
- Observing and recording children's behavior
- Understanding principles of child development and learning

In Kentucky, the first 60 hours of the program is designed to meet the requirements of the Kentucky Division of Child Care in order to apply for the Commonwealth Child Care Credential (CCCC). The Commonwealth Child Care Credential, awarded by the Cabinet for Families and Children and the Office of Early Childhood Development, is recognized in the state of Kentucky as an entry-level certificate.

- **Course Length**

The CDA course is 120 hours in length. Participants are required to attend all 120 hours in order to receive credit and meet the training requirement to apply for the CDA. Training credit is awarded incrementally in the Early Care and Education Training Records Information System (ECE-TRIS). Within 10 days after each class, you will find each class session listed in your ECE-TRIS training record. Information will be provided to participants about the Kentucky Commonwealth Child Care Credential (upon completion of 60 hours) and the Child Development Associate (upon completion of 120 hours) application processes.

Text Books and Supplies

- Essentials textbook - \$50 (If purchased through 4C for Children)
This book needs to be purchased at the beginning of the CDA Preparation Program and will be used in both the first and second semester.
- CDA Competency Standard book (specific for your age group – Infant-Toddlers, Preschoolers or Family Child Care editions available) - \$25 (If purchased through

4C for Children)

You will need this book at the beginning of the second semester.

- Two, 2-inch binders (one for your coursework and one for your Professional Portfolio)

Cost of the Program

The total cost of the 4C Preparation Program is \$420 for the 120 hours of coursework (\$210 for each of the two semesters). This does not include the online application fee of \$425 which is due in full when you apply for your CDA online.

There are several ways to pay for this program:

- **Non-College Scholarship Program**

The scholarship amounts awarded to an eligible applicant are \$210.00 for the CCCC (Term 1) and \$210.00 for the CDA (Term 2). Funds are not to exceed \$420.00. The scholarship funds are paid directly to 4C for Children. For more information about this scholarship, see Non-College Scholarship Program information form.

An applicant **MUST**:

- Be a Kentucky resident and U.S. citizen, national, or permanent resident.
- Be employed at least 20 hours weekly in a participating early childhood facility **or** provide training in early childhood development at least 12 times per year for an organization approved to offer training by the Office of Inspector General of the Cabinet for Health Services **or** be employed as a preschool associate teacher in a state-funded preschool program.
- Not be eligible to receive state or federal training funds through Head Start, a public preschool program, or First Steps.
- Agree to a service commitment based on the credential pursued (see Service Commitment on info sheet).
- Complete an application for each 60 hours of instruction and submit the application by the deadline to the Early Care and Education Coach.
- If applying for a CDA, have a high school diploma or equivalent.
- The scholarship program shall not be used in conjunction with any other KIDS Now Scholarship Program.
- **Head Start** – If you are a Head Start employee, you are not eligible for the non-college scholarship. However, Head Start covers the program and textbook fees if the employee meets their guidelines for eligibility.
- **Self-Pay**

The participant will sign a payment agreement with 4C for Children. Payments can be made in full prior to the first CDA class or in payments throughout the two semesters.

Payments must be made on time as stated in the agreement in order for participants to receive credit for the coursework.

Attendance

Attendance will be taken every class period. Be certain to register your attendance each time you attend class by signing the ECE-TRIS form. Attendance is very important because it demonstrates your thoughtful, concentrated effort over a specific period of time. Please notify your instructor by phone or in person if it is necessary for you to miss a class. **Students who miss more than three classes within a 60-hour increment of the program will automatically be asked to meet with their CDA instructor and the 4C Professional Development Coordinator to discuss your commitment to the program.**

Students must arrive on time and stay for the duration of the class to receive credit. Tardiness will not be tolerated. If you need to miss class due to an emergency, please

let the instructor know immediately.

Make Up Workshops

Attendance at each CDA class is needed to acquire the 120 hours of training necessary to apply for a CDA. **If an emergency, illness, or other event prevents a participant from attending class, it is up to the participant to find 4C make-up hours for missed classes at his/her expense.**

Participants must:

- Choose make-up hours in the same CDA Subject Area as the missed class. (Within the 120 hours, participants must have 10 hours in each of the 8 CDA Subject Areas – tracking your hours each week will help you make sure you have met this requirement.)
- Keep all certificates from make-up hours – they will need to be added to your portfolio to show that you have met the 120 required training hours.
- Those participants receiving the CCCC/CDA Scholarship Program through the state of Kentucky must make an additional copy of all make-up hour certificates to be turned in to the Early Care and Education Coach who handles milestone awards.

How can participants make up hours? CDA Participants will work with the CDA workshop assistant to decide the best way to get the needed hours for missed classes.

- Arrange for an **Independent Study**. Materials and assignment for the independent studies vary and may include any of the following: DVD, PowerPoint, webinar, case studies or articles with questions and applications. The cost of independent studies is based on an \$10/hour rate.
- Select and attend a **4C face-to-face workshop** from the professional development opportunities calendar. You can register for these workshops online at <http://www.4cforchildren.org/pdo> The cost of 4C workshops is based on an \$10/hour rate. (Example: a 3-hour workshop will cost \$30).
- Check out and pay for a **4C Video Training Module (VTM)**. VTMs are DVDs that a participant can view on his/her own time. The participant will complete the “Questions” and “Applying the Strategies” sections. VTMs may be checked out for two weeks. Return the VTM packet and the completed work within two weeks from the checkout date. The Professional Development Coordinator will review your responses and within two weeks a certificate will be issued for credit if the completed assignments show evidence of meeting the objectives of the training. The cost of VTMs is based on an \$10/hour rate.

Cancellation

The schedule update line (859-547-5095) can keep you up to date on whether your CDA class is cancelled. 4C will update this recorded message if a class needs to be cancelled. Your instructor may also have a system of alerting participants of any changes to the schedule.

Disruptive and Unprofessional Behavior

Respect for yourself, classmates, the instructor, and the space is important to your success in this program. Disruptive, disrespectful, and unprofessional behavior will not be tolerated in this class. It interferes with teaching and learning. Among such behaviors are:

- Carrying on a conversation that interferes with the learning of others.

- Lack of participation or sleeping.
- Excessive talking.
- Leaving class to answer a ringing cellular telephone or beeper.
- Use of phone or text messaging during class.
- The presence of children or other individuals not enrolled in the class.
- Any sign of intoxication.

Students whose behaviors are deemed disruptive and unprofessional will be asked to remove themselves for the remainder of the class period and will not receive credit.

Weapons-free Workplace

In order to ensure a safe environment for employees and visitors, 4C prohibits the wearing, transporting, storage, or presence of firearms or other dangerous weapons in our facilities or on our property including anywhere that company business is conducted, such as vendor or client locations, restaurants and/or meeting places, 4C event venues, and so forth. This policy is strictly enforced regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons.

Professionalism

As you continue on the journey of your professional career, it is important to begin to make the transition from being a pre-service teacher to being a professional. Professionalism is as much an attitude as it is a mode of dress and behavior. A person with a professional attitude respects the rights and opinions of others, displays a willingness to collaborate and communicate, and approaches his or her responsibilities with energy and commitment to do the best possible work. Each participant will be asked to sign a promise of professionalism at the beginning of the course.

Accommodation Policy

If you have any special needs related to your participation in this course, including identified visual impairments, hearing impairments, physical impairments, communication disorder, and/or specific learning disability that may influence your performance in this course, you should discuss with the instructor arrangements for reasonable provisions to ensure an equitable opportunity to meet all requirements of this course.

Academic Dishonesty

Academic dishonesty in any form (cheating, plagiarism) is a serious offense and cannot be tolerated in any academic community. Dishonesty in any form, including cheating, plagiarism, deception of effort, or unauthorized assistance will not be tolerated. When you use other people's words, make sure that you use quotation marks.

Dropping the Class

In the event you decide you are not going to be able to complete the CDA Preparation Program, you **must** inform your instructor, the 4C for Children Professional Development Coordinator or Support Staff, and the Child Care Aware Early Care and Education Coach. Further instructions will be provided at that time. **Do not just stop attending class! Dropping from the class may result in the loss of future scholarship opportunities!**

Success in the CDA Program

Come to class ready to learn, meet new people, and take away valuable information about children. Your participation in this class will prepare you to create the best possible experiences for children. 4C and your instructor are here to support your success in this program.

Contacts

4C for Children

Andrea Heil
Quality Programs Coordinator
859-547-5087
aheil@4cforchildren.org

Jamie Emery
Professional Development Support Staff
859-835-0573
jemery@4cforchildren.org

Instructors

Rachel Konerman
CDA Instructor
rmcdonough@4cforchildren.org

Barb Herron
CDA Instructor
bherron@4cforchildren.org

Scholarships

Hallie Smith
Early Care and Education Coach: Professional Development
859-442-4161
Hallie.Smith@uky.edu