



2022-2023 Application Infant Toddler/Family Child Care Child Development Associate Credential (CDA) Course

Taking this CDA course is the first step to applying for the CDA credential. This CDA course is open to child care professionals who work in Westchester County with infants and/or toddlers in child care centers **OR** family/group family programs. The course is also for those who are looking to work with infants and toddlers.

This course is an intensive, exciting learning opportunity that will improve your understanding of young children and your skills in caring for them.

This professional development opportunity is funded by the Westchester County Office for Women. Priority is given to teachers working in programs where some of the children are receiving a child care subsidy and/or are from low-wage earning families.

COMMENTS FROM STUDENTS IN PREVIOUS INFANT TODDLER/FAMILY CHILD CARE CDA COURSES

AN AMAZING EXPERIENCE

I loved this course. The best part of it was that the instructor was an amazing teacher.

It was educational, fun, and interactive.

The CDA course was a good experience for me. I learned about different areas.

Do not change anything about this course. It taught me so much!

The course gave me a better understanding as to how to work with infants and toddlers.

It refreshed my knowledge on things I knew and helped to better understand other things I didn't know.

Helpful and interesting. The experience was very important to me.

A wonderful way to network with fellow educators.

An amazing program that's filled with knowledge that makes a person re-think things!

It is very important because it taught us about the development and learning of children.

Excellent & informative – I learned so much, which I applied every day I went to the center.

I thank the Council for investing in me and my family day care program.

GENERAL INFORMATION –

WHAT IS THE CDA?

The Council for Professional Development in Washington, DC grants the Child Development Associate® (CDA) Credential™. It is the most widely recognized credential in early childhood education. Receiving it is a key step for advancing your career in early childhood education. The CDA credential is built into New York State licensing requirements. The process of receiving the CDA credential takes focus and commitment but will help you to become more confident in how best to teach and care for very young children.

There are 3 different CDAs

- Infant Toddler for center based care
- Preschool for center based care
- Family Child Care for family child care programs

HOW DO I GET A CDA CREDENTIAL?

- The first step is to take a 120-hour CDA class. Taking a CDA course is an excellent way to increase your skills and knowledge for working with young children.
- You apply to the Council for Professional Recognition for the CDA credential when you have
 - Completed the 120-hour course
 - Completed the required professional portfolio
 - Worked 480 hours with either infants/toddlers or preschool age children or in a family child care program in the 3 years prior to submitting your application
 - Are CPR/FA certified
 - Pay the \$425 assessment/application fee. Candidates may be eligible for an EIP merit award to pay it.
- When your application to the Council for Professional Recognition is accepted, you will have:
 - Verification Visit - When your application is accepted, the Council for Professional Recognition will send someone to observe you acting as the head teacher for 2-3 hours and review your portfolio and parent questionnaires.
 - Exam – You will also take an electronic exam on the course at a nearby Pearson VUE testing center.

WHY SHOULD I GET A CDA CREDENTIAL?

- Improve your knowledge and skills for working with young children
- Advance your career – in NYS, a CDA can be a group teacher
- Meet job requirements
- Reinforce your commitment to early childhood education
- Provide parents with peace of mind
- Understand developmentally appropriate practice
- Increase your confidence as a teacher

HOW LONG DOES IT TAKE TO GET A CDA CREDENTIAL?

- Normally, the in-person course takes 8-9 months to complete depending on the class schedule. However, if some classes are on Zoom, they will meet for only 2.5 hours. Then, we will need to add classes to reach 120 hours. This has been factored into the class schedule. The on-line CDA takes from 8-10 months to complete.
- When you have completed the course, you will apply to receive the credential. The application process can take a few months.

YOU SHOULD ALSO KNOW –

- The CDA is not a public school teaching certificate. It does not qualify a person to teach kindergarten or other grades, nor to teach in some early childhood settings that require teaching certification. Certification is given by the New York State Education Department to teachers with degrees in education.
- The CDA Credential must be renewed every 3 years. You will have to have worked 80 hours with the age group of your CDA in the year before you renew. You will have to have taken 45 hours of professional development in those three years that focuses on your work with children in the classroom.

CHILD CARE COUNCIL IN-PERSON CDA COURSE REQUIREMENTS

THIS IS AN IN-PERSON COURSE.

It is our hope that we will be able to offer this course in-person at our office. In the event that due to a rise in COVID-19 cases, we feel it is safer not to meet in-person, the class will go to a Zoom format. It will move back to an in-person class as soon as it can.

We are excited to announce that once again Harriet Mendl will be the course instructor.

Course fee: A generous grant from The Westchester County Office for Women underwrites tuition and books. Students **pay only \$50 for CDA course materials.**

Applicants must:

- Be at least 18 years of age
- Have a high school diploma or GED
- Be currently employed and working with infants or toddlers in a licensed child care center or registered family/group family child care program, or be able to volunteer regularly with infants or toddlers in a center or a family child care program
- Be able to speak, read, and write in English well enough to be able to read all assignments and complete the homework and portfolio requirements
- Have access to a computer to type and print out assignments – Be able to download information and send assignments in attachments to the instructor
- Attend 120 hours of classes held at the Child Care Council and make up the work from any missed classes
- Complete all classwork and homework assignments on time including the professional portfolio assignments. Assignments must be typed.
- Pay a \$50 fee for CDA course materials
- Agree to work with a Child Care Council Quality Improvement Specialist on a quality improvement project over three visits. The specialist will be available for a longer period if the applicant and program choose to do this.
- Abide by the NAEYC Code of Ethical Conduct and Statement of Commitment (<http://www.naeyc.org/about/positions/PSETH05.asp>)
- Submit the CDA assessment application to the Council for Professional Recognition within six months of completing the CDA course

COVID-19 Protocols –

- We strongly encourage students to be fully vaccinated and to obtain any/all appropriate boosters and require proof of vaccination with the course application.
- Non-vaccinated students must show proof to having tested negative on a rapid COVID-19 test the day of each class. If the result has not been received before the class, the instructor will require non-vaccinated students to take a rapid test at the Council.
- All students must self-screen for COVID as they arrive at the Council and wash their hands before entering the classroom. All students must also maintain 3-feet distancing and wear medical-grade masks during class.
- Any student who tests positive for COVID should isolate for 5 days. If after 5 days, they are fever-free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after day 5. The Council reserves the right to modify these requirements should circumstances change.
- Note: there is no Zoom option for this in-person class.

Zoom Classes: Students

- Must be sitting in one place not reclining in bed or on a couch focused on the class. We understand that there are distractions when at home but ask students to interact as little as possible with children, pets, and other household members
- Must have their camera on at all times
- Must have the lights in the room on at all times
- Cannot be in a car, taking a walk, shopping, cleaning their home, at an appointment, etc.
- May periodically leave the screen for a short amount of time to get something to drink/eat or for personal reasons
- May eat and drink

Time commitment:

- The course will meet 2-4 times a month on Tuesday evenings from 6:30pm-10:00pm and on 6 Saturdays from 9am-3:30pm.
- There is not a Zoom option for in-person classes.
- The course will meet from October to June, but the end date depends on when the class has met for 120 hours. Zoom classes can be fewer hours due to the format.
- Additional class dates may be added if classes are cancelled due to inclement weather, COVID-19 issues that lead to the need for more Zoom classes, or other circumstances.

The attendance policy is strictly followed.

- To apply for the CDA credential, a 120-hour CDA course must be taken.
- Students are allowed to miss only 13 hours of class, including excused and unexcused absences.
- All missed class time must be made up to meet the 120-hour CDA formal education requirement.
- Students who miss more than 13 hours for any reason will be dropped from the class.
- If you do not complete the course, you will not be eligible to apply for the CDA credential.

COURSE CALENDAR

Students must attend all Tuesdays and Saturday classes.

2022 Calendar

October 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2023 Calendar

January 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

***Taking a CDA course
will be an intensive, exciting learning opportunity
that will improve your understanding of young children
and your skills in caring for them.***

***And we know that
YOU CAN DO IT!!!***

Join us for this wonderful opportunity!!

Questions? Contact Idie Benjamin, Program Specialist.
cda@cccwny.org or (914) 761-3456 ext. 108.

**Application must be received by September 31, 2022
SUBMISSION OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO COURSE.
ENROLLMENT IS LIMITED – APPLY SOON!**

Applications must include the following:

- Completed application with all required information, signed, and dated
 - **Only return the 4 application pages.**
- Copy of High School diploma or GED
- Applicant essay
- Program agreement completed by Center Director, Education Coordinator, or Provider
- Signed candidate agreement

Return completed application to the Child Care Council of Westchester

- ☐ **By Fax to** 914-761-1957, Attention: Idie Benjamin
- ☐ **By Email to** CDA@cccwny.org
- ☐ **By Mail to**
Idie Benjamin, Program Specialist/Career Advisor
Child Care Council of Westchester
313 Central Park Avenue
Scarsdale, NY 10583



For Council Use Only:
Date Application Received _____
Application Complete: _____
Read by: _____ Date: _____

2022–2023 Application
Infant Toddler/Family Child Care Child Development Associate (CDA) Course

Part 1: Applicant Information

Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

Email: _____

Education beyond High School: _____

Employment/Volunteer Information:

Child Care Program Name: _____

Address: _____

Program Phone #: _____ Program Fax #: _____

Program Email: _____

Name of director or provider: _____

Program's OCFS License Number: _____

☐ Child Care Center ☐ Group Family Child Care ☐ Family Child Care

Your Current Position Title: _____

Years employed in current program: _____ Years working with children ages 0-5: _____

Number of enrolled children who receive subsidies _____

I currently work with ☐ Infants ☐ Toddlers ☐ Both

Part 2: Copy of High School Diploma or GED (Please attach)

Part 3: Essay (Please attach)

On a separate sheet of paper, attach to this application a typewritten, double-spaced **200-word** essay that answers the following question:

Why are you interested in taking the CDA course?

How will a CDA Credential help you provide quality care for the infants/toddlers in your program?

Part 4a: Director/Provider Agreement for center and fcc/gfcc staff

The applicant is applying for the Child Care Council of Westchester's CDA Credential Training Program designed to lead to the Infant Toddler or Family Child Development Associate Credential. Thank you for supporting the applicant's interest in this professional development opportunity.

I recommend _____ as an applicant for the CDA Credential Preparation Course offered by the Child Care Council of Westchester.

I have supervised this individual for the past _____ years.

This individual currently works or volunteers with infants or toddlers (0-3 year old children) and will continue to work with this age children for the duration of the training program and through the CDA application/assessment process. ☐Yes ☐No

I agree to monitor and support the above applicant's attendance and participation throughout the class. ☐Yes ☐No

I agree to allow a Child Care Council Quality Improvement Specialist to work with the applicant/s classroom/program on a quality improvement project that will involve three visits by the specialist to the program. I understand that the specialist will be available to work with the classroom/program for a longer if the applicant and I choose to do this. ☐Yes ☐No

Program name

Date

E-mail address of person filling out this form

Phone #

Director's/Education Coordinator's Name

Director's/Education Coordinator's Signature

Part 5a: Payment for Course Materials

Course fee: A generous grant from The Westchester County Office for Women underwrites tuition and books. Students or their employers **pay only \$50 for CDA course materials.**

- ☐ The applicant is paying the fee.
- ☐ The employer is paying the fee.
 - ☐ Employer will send in payment
 - ☐ Employer needs an invoice
 - To whose attention _____
 - Email or street address _____

2B – If you are a family or group family program provider

Part 4b: Agreement for Family/Group Family Owner or On-site Provider

(This form is for a Family or Group Family Owner or On-site Provider who is taking the course.)

I _____ am applying for the Infant Toddler- Family Child Care Program CDA class.

I agree to allow a Child Care Council Infant Toddler Quality Improvement Specialist to work with my program on a quality improvement project that will involve 3 visits by the specialist to my program. I understand that the specialist will be available to work with me for a longer period of time if I choose to do this. ☐Yes ☐No

I currently work with infants or toddlers (0-3 year old children) and agree that I will continue to work with infants and toddlers for the duration of the training program and through the CDA Assessment process (completion expected June 2019). ☐Yes ☐No

Part 5b: Payment for Course Materials

Course fee: A generous grant from The Westchester County Office for Women underwrites tuition and books. Students **pay only \$50 for CDA course materials.**

The fee will be paid by –

- ☐ I am paying the fee.
- ☐ I am a CSEA/VOICE member. Please bill CSEA/VOICE for payment.
 - My CDA payment code _____
 - To receive the code go to <https://voicelsea.org/CDA>

Part 6: Vaccination Status

☐ **OPTION 1: For Fully Vaccinated and Boosted Students**

- ☐ I am fully vaccinated.
 - I will email a copy of my vaccination card, which I understand will not be printed out.
- ☐ I will be fully vaccinated by the first course date. I understand that I must submit proof of vaccination.

**The Child Care Council will keep this information confidential.
We will not keep copies of vaccination cards and only note that we have received it.
Vaccination status will not be shared with the students in the course.**

Email a picture or scan of your vaccination card with your application if you are emailing it. If you are faxing or mailing your application, email a picture of picture or scan of your card to CDA@cccwny.org.

☐ **OPTION 2: For students who are not fully vaccinated.**

- ☐ I agree to show proof of having tested negative on a rapid COVID-19 test the day of each class. I understand that if the result has not been received before the class, I will take a rapid test at the Council when I arrive for class.

Vaccination status will not be shared with the students in the course.

Part 7: Candidate Agreement –

Check off boxes to confirm agreement.

I understand that –

- ☐ I must be fully vaccinated and boosted for COVID-19 **or** agree to show proof of having testing negative with a rapid test the day of each class.
- ☐ I must follow COVID-19 precautions –
 - I must wear a mask and must maintain 3 feet distancing.
 - I must be screened as I arrive at the Council.
 - I must stay home if I have any COVID-19 symptoms.
- ☐ If I am positive tests positive for COVID, I must isolate for 5 days. If after 5 days, I am fever-free for 24 hours without the use of medication, and my symptoms are improving, or I never had symptoms, I may end isolation after day 5. The Council reserves the right to modify these requirements should circumstances change.

Course Time Commitment –

- ☐ I am responsible for attending all classes and that I am allowed to miss only 13 hours of the course for both excused and unexcused absences.
- ☐ I understand that if I miss more than 13 course hours for any reason I will be dropped from the class and not eligible to apply for the CDA credential.
- ☐ I understand that all missed class hours must be made up to meet the 120-hour CDA formal education requirement three weeks before the last date of the class.
- ☐ There is not a Zoom option for when the class is in-person at the Council office.
- ☐ I understand that I must complete all classwork and homework assignments including the professional portfolio on time.

Additional Requirements, I understand –

- ☐ I must abide by the NAEYC Code of Ethical Conduct and Statement of Commitment.
<https://www.naeyc.org/resources/position-statements/ethical-conduct>
- ☐ I must submit the CDA application to the Council for Professional Recognition within six months of completing this CDA Credential Training Course.
- ☐ I am responsible for paying or ensuring that my employer pays the \$50 materials fee. I understand that I cannot receive a course completion certificate until it is paid.

I have read and agree to these terms.

Name of Student (please print)

Signature

Date