



2016-2017 Application Preschool Child Development Associate (CDA) Credential Training Course

The Child Care Council is pleased to be offering an In-Person Preschool CDA 120-hour preparation course. This professional development opportunity is funded by the Westchester County Department of Social Services Office of Workforce Investment.

This course is the required first step to receive the CDA credential from the Council for Professional Development in Washington, DC.

A CDA is a Child Development Associate - a person who has been awarded a CDA credential by the Council for Professional Recognition. Established in 1975, the CDA is now built into New York State licensing requirements and is a training standard for national organizations including the National Association of Family Child Care and the National Association for the Education of Young Children.

SUBMISSION OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO COURSE

Questions? Contact Idie Benjamin, Director of Professional Development,
(914) 761-3456 Ext. 108 or idieb@cccwny.org

Course fee: A generous grant from The Westchester County Department of Social Services underwrites tuition, application materials, and the \$425 application/assessment fee to the Council for Professional Recognition. Students **pay only \$50 for the CDA materials.**

Time commitment: The course will meet from November to June. There will be class 2-3 times a month on Monday evenings from 6pm-9:30pm and for 6 hours on seven Saturdays. Because a 120-hour course is required to apply for the CDA credential, students are allowed to miss only 13 hours of class, including excused and unexcused absences. The attendance policy is strictly adhered to. 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 are dropped from the class, you will not be eligible to apply for the credential.

See below for schedule of course dates.

Eligibility Requirements:

- Submit a 2016-2017 Preschool CDA Credential Training Course application. Applying for the course does not guarantee acceptance into the course.
- Be at least 18 years of age
- Have a high school diploma or GED
- Be currently employed and working with preschool age children in a licensed child care center or be able to volunteer regularly in a preschool classroom
- 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



Office of Workforce Investment Eligibility Requirements:

- Earn less than \$26 a hour (documented with two current pay stubs)
- Have a photo id
- Be available to complete required paperwork at a visit at your workplace

Applicant commits to (Application Due October 1, 2016):

1. Complete all classwork and homework assignments including the professional portfolio on time
2. Adhere to the attendance policy
3. Abide by the NAEYC Code of Ethical Conduct and Statement of Commitment.
(<http://208.118.177.216/about/positions/pdf/PSETH05.pdf>)
4. Submit the CDA assessment application to the Council for Professional Recognition within one month of completing the CDA course

Applications must include the following:

- Completed application with all required information, signed, and dated
- Copy of High School diploma or GED
- Applicant essay
- Letter of recommendation from Center Director or Education Coordinator
- Program Agreement completed by Center Director or Education Coordinator

Application must be submitted by October 1, 2016

SUBMISSION OF APPLICATION DOES NOT GUARANTEE ACCEPTANCE INTO COURSE

Return completed application to the Child Care Council of Westchester

☐ **By Fax to** 914-761-1957, Attention: Idie Benjamin

or

☐ **By Email to** idieb@cccwny.org

or

☐ **By Mail to**

Idie Benjamin, Director, Professional Development
Child Care Council of Westchester
313 Central Park Avenue
Scarsdale, NY 10583

For more detailed information about the CDA, go to the Council for Professional Recognition website:
www.cdacouncil.org



Preschool Child Development Associate (CDA) Credential Training Course

The course fulfills the 120-hour CDA education requirement needed to apply to become a CDA. You will also prepare your professional portfolio file and gather all necessary documents needed to apply to the Council for Professional Recognition to become a CDA.

Course dates 2016-2017

Mondays 6:00pm – 9:30pm				Saturdays 9:00am-3:00pm
November	7	14	28	5
December	5	12	19	3
January	9	23	30	21
February	6	13	27	4
March	6	13	20	4
April	3	10	17	22
May	8	22	29	20
June	5	12		

Time commitment:

The course will meet from November to June. There will be class 2-3 times a month on Monday evenings from 6pm-9:30pm and for 6 hours on seven Saturdays.

Because a 120-hour course is required to apply for the CDA credential, students are allowed to miss only 13 hours of class, including excused and unexcused absences.

The attendance policy is strictly adhered to.

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 are dropped from the class, you will not be eligible to apply for the credential.



For Council Use Only:

Date Application Received: _____

Application Complete:

1() 2() 3() 4() 5() 6()

Read by: _____ Date: _____

**2016-2017 Application
Preschool Child Development Associate (CDA) Credential Training Course**

Incomplete applications will not be considered.

Part 1: Applicant Information

Name: _____

Address: _____

Home Phone #: _____ Cell phone #: _____

Email: _____

Education beyond High School: _____

Employment/Volunteer Information:

Program Name: _____

Address: _____

Program Phone #: _____ Program Fax #: _____

Program Email: _____

Name of director or provider: _____

Child Care Center's OCFS License Number: _____

Your Current Position Title: _____

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

Part 2: Copy of High School Diploma or GED (Please include with application)

Part 3: Essay (Please include with application)

On a separate sheet of paper, attach to this application a typewritten, double-spaced 100-word essay that answers the following questions:

"Why are you interested in taking the CDA course? How will a CDA Credential help you provide quality care for the preschoolers in your program?"

Part 4a: Supervisor's Agreement

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

I recommend _____ as an applicant for Preschool 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 3-5 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 course. ☐Yes ☐No

I understand that a Westchester County Office of Workforce Investment representative will visit the applicant at work to complete their forms and requests for documentation. ☐Yes ☐No

If further information is required, I can be contacted at:

Program name

Date

E-mail address of person writing the letter of recommendation

Phone #

Director's/Education Coordinator's Name

Director's/Education Coordinator's Signature

Part 4b: Letter of Recommendation from Center Director/Educational Coordinator

Using a separate sheet of paper, please attach to this application a typewritten, double-spaced recommendation that answers the following questions:

Please tell us why you believe that this person will benefit from this class. What abilities and qualities have you observed that make this person a good candidate to become a CDA?

(The letter of recommendation must be included with the application.)

Part 5: Payment for Application Materials

I understand that there is a \$50 course fee and that I am responsible to pay it or arrange to have it paid by my employers.

The course fee will be due if you are accepted into the course. Do not include the check with the application.

Part 6: Candidate Agreement

I understand that

- A Westchester County Office of Workforce Investment representative will visit me at work to complete their forms and requests for documentation.
- 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.
- I must complete all classwork and homework assignments including the professional portfolio on time.
- I must abide by the NAEYC Code of Ethical Conduct and Statement of Commitment. (<http://208.118.177.216/about/positions/pdf/PSETH05.pdf>)
- I must submit the CDA application/ assessment to the Council for Professional Recognition within one month of completing this CDA Credential Training Course.

I have read and agree to these terms.

Name of Student (please print)

Signature

Date

My completed application includes the following:

- _____ Part 1: Applicant Information
- _____ Part 2: Copy of high school diploma or GED attached
- _____ Part 3: Applicant essay
- _____ Part 4: Letter of recommendation
- _____ Part 6: Candidate Agreement