

Your partner for the
Child Development Associate (CDA) Credential™

The Child Development Associate (CDA) Credential™ is the most recognized professional development benchmark for family childcare providers, center-based or school setting staff. The National Council for Professional Recognition is the administrator of this program and awards the CDA Credential to students that complete the program requirements.

This **CDA** session starts **Tuesday, March 4, 2025** to **Wednesday, June 18, 2025**.
In our Syracuse office on 6724 Thompson Rd

The course runs on Tuesday and Thursday nights (and one Wednesday) for 30 sessions.

Requirements For Registration:

- * Submit a **completed** Registration Form by **February 26th**. (see page 3 & 4)
- * You **MUST** apply for EIP or CSEA funding as soon as possible. (see page 2)
- * You **MUST** confirm your payment method to us by **April 1st**.
- * Classes run each night on the schedule 6:00 – 9:00 pm. (see page 5 for full schedule)

What are the qualifications?

Individuals who earn the credential must:

- Be 18 or older
- Hold a high school diploma or equivalent
- Have earned 480 hours of experience working with children by the time the class is completed

What do I have to do to earn the CDA credential?

Candidates for the CDA credential must complete:

- 120 hours of education in specific topic areas (CDA classes apply)
- A CDA Professional Portfolio (the Portfolio is created in the class)
- Schedule a CDA Observation Visit by an approved early childhood specialist and take the CDA exam.

How we can help you!

Our comprehensive CDA program offers many advantages:

- Weekly classroom training conducted by a credentialed professional who works with your style of learning
- Assistance with seeking financial aid (through PDP or CSEA) and completing your application
- Offers the workbook, materials, and help to complete your CDA portfolio
- One-on-one personal assistance and support to help you successfully earn the credential
- We have approved early childhood specialists on staff you can request to do your CDA Observation visit

How much does the CDA course cost?

- The CDA Course Fee is **\$2,500**
- We require students to pre-apply using the EIP Award or CSEA grant before class start date.
 - If we see your name listed on PDP we will complete your registration and enroll you in the course.
 - If your name is not listed on PDP by start of class we will require a **\$50** Registration fee to complete your registration. You will not be registered until this fee is paid. This fee will be applied towards the total course fee.
 - A Payment Plan will be made for students who do not qualify for an EIP or CSEA.
- **A completed application is required** from all students. You can mail this or e-mail this as a PDF to ccs@childcaresolutionscny.org. Your registration will not be completed until your application is received.
- We must have confirmation of your payment method prior to the course start date.

Financial assistance available?

- CSEA/VOICE - Family or Group Family child care providers may qualify for full scholarship. To obtain your CDA number visit their website at: <http://voicelsea.org/professionaldevelopment>.
- EIP/PDP - Scholarship funding may also be available through the **Educational Incentive Program**. For more information or to apply go to <https://www.ecetp.pdp.albany.edu/eip.aspx>.
 - Create an account or use an account you have already created.
 - Use your Username and Password created to enter.
 - You will need the Class Information listed below and you will be asked to submit Pg 1 of your 1040 Fed tax form and pay stub to verify gross income and employment.
 - **Day Care Center Staff** – need the Center’s License number and expiration date
 - **Group/Family Child Care Providers** – need a copy of their Registration/License
 - You are responsible to follow up on your EIP application for the status. If you have difficulties call 800-295-9616 for help.
 - When your submission has been approved by PDP you need to Accept the award in your account.
 - When Child Care Solutions sees your approved Award it will then be applied to your amount due.

Class Information:

- Training Organization: **Child Care Solutions**
- Name of Instructor: **Kris Kline**
- Start Date: **March 4, 2025**
- End Date: **June 18, 2025**
- Number of Training Hours: **120**
- Cost: **\$2,500**

Secure your seat by registering and applying for EIP or CSEA funding as soon as possible.

Contact Information:

Kris Kline krisk@childcaresolutionscny.org, (315) 446-1220 Ext. 347 – for assistance with your application or applying for financial aid

Pam Borreggine, pamb@childcaresolutionscny.org, (315) 446-1220 Ext. 302 – for financial help or to make a payment.



Registration Application Form for CDA Course March 4, 2025 – June 18, 2025

Name _____

Home Mailing Address _____

City _____ Zip Code _____

Home phone _____ Cell phone _____

Email Address _____

(An E-mail account is mandatory)

What is the best way to reach you during the day? WORK HOME CELL EMAIL

(CIRCLE ALL THAT APPLY)

Are you currently caring for children in a home or center based program? YES NO

What type of care? (CIRCLE ONE)

CHILD CARE PRESCHOOL CHILD CARE INFANT/TODDLER FAMILY/GROUP FAMILY CHILD CARE

EARLY HEAD START HEAD START OTHER _____

Program Name _____

Address/City/Zip _____

Work Phone _____

What is your highest education completed? _____

***Required* - Check all that apply:**

- I have read and signed the financial statement on the back of this form.
- I have filed for an EIP Award on _____ and will follow up on status.
- I have requested CSEA/VOICE funding; I am eligible and my CCSI-CDA # is _____.
- My employer (listed above) will be contributing \$ _____ toward my CDA fee.
- I agree to set up a payment plan for the balance of my CDA course fees.
- I would like a call to ask questions or get help applying for financial assistance.

Mail this completed Registration Form to:

**Child Care Solutions
6724 Thompson Road
Syracuse NY 13211**

OFFICE USE ONLY:

Date rec. _____ Amt _____

CHARGE CHECK CASH Rec # _____

Understanding your Financial & Attendance Responsibility

We want to ensure that participants are aware of and accept their financial and attendance responsibilities for this course. The CDA Credential and the EIP Award and CSEA Funding associated with this course are a personal award belonging to the participant; this means that the responsibility for payment is on the student.

Please read the following statements carefully then sign, date and return this form to us.

I understand that the cost of the CDA course I am enrolling in is \$2,500.00 and that I am required to apply for an EIP Award or CSEA Funding prior to start date so my payment method is recorded. I also understand that any balance due not covered by these funding sources I will be responsible for.

I understand that if I receive an EIP Award and/or funding through CSEA/VOICE and do not complete the course, I am responsible for all re-payments or balances due.

I understand that if I miss 3 classes, they can be given to me as a make-up assignment. If I miss 4 classes, I am required to do a one-on-one make-up with the instructor. If I miss 5 classes, I will automatically be withdrawn from the course.

I understand that if I drop out or withdraw from the CDA course after the third session I will receive no refund on my Registration fee or for fees paid towards this course. If I feel there are extenuating circumstances that caused me to withdraw from the course, I understand that I may appeal for consideration of a refund by contacting the Executive Director of Child Care Solutions.

I understand that I will receive, and sign off on, a Payment Plan agreement to pay back any balance due not covered by a funding source. In addition, I understand that if payments are not made per my Payment Plan agreement, I may not be allowed to continue the course, and that I will also not receive credit hours for classes attended.

I understand I will not receive my Letter of Completion from the instructor until full payment has been received.

Name – Please Print

Date



March 2025 CDA Course
March 4, 2025 – June 18, 2025

Course Name:	March 2025 CDA Course
Hours:	120
Instructor:	Kris Kline
# of Sessions:	30
Times:	6:00 - 9:00 pm evenings
	Tuesdays & Thursdays (plus 1 Wed)
Day / Date of Sessions:	
March 4 th	May 8 th
March 11 th	May 13 th
March 18 th	May 15 th
March 20 th	May 20 th
March 25 th	May 22 nd
March 27 th	May 27 th
	May 29 th
April 1 st	
April 3 rd	Jun 3 rd
April 8 th	Jun 5 th
April 10 th	Jun 10 th
April 15 th	Jun 12 th
April 17 th	Jun 17 th
April 22 nd	Jun 18 th
April 24 th	
April 29 th	
May 1 st	
May 6 th	