



We are your partner for the Child Development Associate (CDA) Credential™

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

What are the qualifications?

Individuals who earn the credential must:

- Be 18 or older
- Hold a high school diploma or equivalent
- Have 480 hours of experience working with children over the past 5 years

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
- A CDA Observation Visit by an approved early childhood specialist

How we can help you!

Our comprehensive CDA program offers many advantages:

- Virtual classroom with credentialed professionals who meet your style of learning
- Assistance with seeking financial support and completing applications
- Workbook, materials, and help to complete your portfolio
- One-on-one personal assistance and support to help you successfully earn the credential
- You can request your CDA Observation visit from one of our approved early childhood specialists

How much does the CDA course cost?

- The CDA Course Fee is **\$1,500**
- A **\$50** Registration fee is required to be submitted with a completed application; this fee will be applied toward the course fee. See link for charge card payment:
(<https://childcaresolutionscny.org/civcrm/event/info?id=12002&reset=1>)
- All students will receive a Payment Plan to manage fees over the length of the course
- Any financial assistance through CSEA/VOICE or EIP will be applied toward the payment
- All fees must be paid in full prior to course end date

Is there any financial assistance available?

- Family or Group Family child care providers may qualify for full scholarship through **CSEA/VOICE**. To obtain your ID number visit their website at <http://voicecsea.org/professionaldevelopment>.
- Scholarship funding may also be available through the **Educational Incentive Program (EIP)**. For more information or to apply go to <https://www.ecetp.pdp.albany.edu/eip.aspx>.
 - If applying for an EIP Award for the first time you will be required to create an account. Your e-mail is your username and your password must fit the requirements requested. (After creating your Account save this information for future use and to check your account status).
 - To qualify you will need the class information below and required documents submitted to PDP (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 status within 2 weeks after applying. If you have difficulties you must call 800-295-9616 for help.
 - EIP Awards are mailed to your home address. You must sign / date the award and mail it to us as soon as possible so it can be applied to your account balance. Child Care Solutions must receive the original copy; faxing or emailing this document will not be accepted.

CDA Class Information:

- Training Organization: **Child Care Solutions**
- Name of Trainer: **Kristy Sherman**
- Start Date: **July 13, 2021**
- End Date: **November 18, 2021**
- Number of Training Hours: **120**
- Cost: **\$1,500**

When is the next session and how can I get started?

Our next **CDA** session will start **Tuesday, July 13, 2021** and end **Thursday, November 18, 2021**.

Classes will start in our **ZOOM** format but may go into classroom sessions later in the year. It is important that a valid e-mail address be submitted to attend this course. Dates are listed on the last page of this application and will be conducted from 6:00 – 9:00 pm on the Tuesday & Thursday sessions and 8:30 – 2:30 pm on the Saturday session.

Important Dates to Remember!

- This Registration form and your **\$50** registration fee must be received by **July 6, 2021**
 - The Registration form can be found on our website at:
<https://childcaresolutionscny.org/civicrm/event/info?id=12002&reset=1>)
- You must have applied for EIP or CSEA funds by **August 3, 2021**.

Our CDA program is very popular so secure your seat in the class by sending us your completed Registration Form and \$50 registration fee.

Contact Information:

Kristy Sherman, kristys@childcaresolutionscny.org, (315) 446-1220 Ext. 326 – assistance with the 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 Form for CDA Course
July 13, 2021 – November 18, 2021**

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 filed for 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 completed Registration Form and
\$50 registration fee to:

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

OFFICE USE ONLY:	
Date rec. _____	Amt _____
CHARGE CHECK CASH Rec # _____	

Understanding the Financial Responsibility of your CDA Course

We want to ensure that all participants in our CDA Courses are aware and accept their financial responsibilities for this course. The CDA credential and Scholarships associated with this course are a personal award that belongs to the participant and not the program. This means that the responsibility to pay any remaining balance is yours.

Please read the following statements carefully then sign and date the form.

I understand that the cost of this CDA course I am enrolling in is \$1,500.00. I understand that the \$50 Registration fee will be applied toward the total cost of the course. I also understand that any awards or scholarships I receive will be applied to this fee and that I will be responsible to pay any balance that remains.

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 drop or withdraw from the CDA course any time prior to the start of the course, that I will receive a 100% refund of my \$50 registration fee or any fees paid towards this course.

I understand that if I drop 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 any funding source. In addition, I understand that if payments are not made as set up in my payment plan agreement, I may not be allowed to continue in the course, and that I will also not receive credit hours for completion of any CDA classes taken.

I understand that my name will not be submitted to The Council For Professional Recognition for completion until full payment has been made.

Name – Please Print

Date

Signature

Child Care Solutions Representative



CDA Course July 13, 2021 – November 18, 2021

Course Name:	July CDA Course
Hours:	120
Instructor:	Kristy Sherman
# of Sessions:	29
Times:	6:00 - 9:00 pm evenings
	8:30 – 2:30 pm Saturday
Day / Date of Sessions:	
Tuesday, July 13, 2021	Tuesday, October 5, 2021
Tuesday, July 20, 2021	Thursday, October 7, 2021
Tuesday, July 27, 2021	Tuesday, October 12, 2021
Tuesday, August 3, 2021	Thursday, October 14, 2021
Tuesday, August 3, 2021	Tuesday, October 19, 2021
Tuesday, August 10, 2021	Thursday, October 21, 2021
Tuesday, August 17, 2021	Tuesday, October 26, 2021
Tuesday, August 24, 2021	Thursday, October 28, 2021
Tuesday, September 7, 2021	Tuesday, November 2, 2021
Tuesday, September 14, 2021	Thursday, November 4, 2021
Thursday, September 16, 2021	Saturday, November 6, 2021
Tuesday, September 21, 2021	Tuesday, November 9, 2021
Thursday, September 23, 2021	Tuesday, November 16, 2021
Tuesday, September 28, 2021	Thursday, November 18, 2021
Thursday, September 30, 2021	