

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
- All students will receive a Payment Plan to manage fees over the length of the course
- Financial assistance you receive through CSEA/VOICE or EIP will be applied toward the payment
- All fees must be paid in full by course end date

Financial assistance is available:

1. 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://voiccecsea.org/professionaldevelopment>.
2. 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 EIP Award; faxing or emailing this document will not be accepted.

CDA Class Information:

- Training Organization: **Child Care Solutions**
- Name of Trainer: **Kristi Cusa**
- Start Date: **January 4, 2022**
- End Date: **May 31, 2022**
- Number of Training Hours: **120**
- Cost: **\$1,500**

How can I get started?

Our CDA session will start **Tuesday, January 4, 2022** and end **Tuesday, May 31, 2022**.

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 is 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 each session (there will be no Saturday sessions).

Dates to Remember!

- A completed Application and your **\$50** registration fee must be received by **December 30, 2021**
- You must have applied for an EIP Award or received authorization to use CSEA funds by **January 25, 2022**.

Secure your seat in the class by sending us your completed Application and \$50 registration fee.

Contact Information:

For information about this course or for assistance with your Application or applying for EIP Award contact – **Kristi Cusa**, kristic@childcaresolutionscny.org, (315) 446-1220 Ext. 309

For information about your Payment Plan or to make a payment contact - **Pam Borreggine**, pamb@childcaresolutionscny.org, (315) 446-1220 Ext. 302



**Registration Form for CDA Course
January 4, 2022 – May 31, 2022**

Name _____

Your 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)

What type of care are you currently doing? (CIRCLE ONE)

CHILD CARE PRESCHOOL

CHILD CARE INFANT/TODDLER

FAMILY/GROUP FAMILY CHILD CARE

EARLY HEAD START

HEAD START

OTHER _____

Work Place 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 filed for an EIP Award on _____ and will follow up on status.
- I will be using CSEA/VOICE funding; I am eligible and my CCSI-CDA # is _____.
- My employer (listed above) will be contributing \$ _____ toward my CDA fee.
- I will just be using the Payment Plan given to me 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 Application 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.

Please **PRINT** Your Name

Please **SIGN** Your Name

Date



CDA Course
January 4, 2022 – May 31, 2022

Course Name:	January CDA Course
Hours:	120
Instructor:	Kristi Cusa
# of Sessions:	30
Times:	6:00 - 9:00 pm evenings
Day / Date of Sessions:	
Tuesday, January 4, 2022	Tuesday, April 12, 2022
Tuesday, January 11, 2022	Thursday, April 14, 2022
Tuesday, January 18, 2022	Tuesday, April 19, 2022
Tuesday, January 25, 2022	Thursday, April 21, 2022
Tuesday, February 1, 2022	Tuesday, April 26, 2022
Tuesday, February 8, 2022	Thursday, April 28, 2022
Tuesday, February 15, 2022	Tuesday, May 3, 2022
Tuesday, February 22, 2022	Thursday, May 5, 2022
Tuesday, March 1, 2022	Tuesday, May 10, 2022
Tuesday, March 8, 2022	Thursday, May 12, 2022
Tuesday, March 15, 2022	Tuesday, May 17, 2022
Tuesday, March 22, 2022	Thursday, May 19, 2022
Tuesday, March 29, 2022	Tuesday, May 24, 2022
Tuesday, April 5, 2022	Thursday, May 26, 2022
Thursday, April 7, 2022	Tuesday, May 31, 2022