



*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 **\$2,500**
- A **\$50** Registration fee is required to be submitted with this application. The fee will be applied towards the total course.
- 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 and your Payment Plan will be adjusted to reflect that.
- All fees must be paid in full prior to course end 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://voiccecsea.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 your Award will be applied to your amount due.


Class Information:

- Training Organization: **Child Care Solutions**
- Name of Instructor: **Kristi Cusa**
- Start Date: **September 5, 2023**
- End Date: **December 14, 2023**
- Number of Training Hours: **120**
- Cost: **\$2,500**

CDA session starts Thursday, September 5, 2023 to Thursday, December 14, 2023.

The course starts out as classroom style from Sept 5th to Nov 7th and then in ZOOM format from Nov 9th to Nov 30th. The course will end in classroom style on Dec 5th to Dec 14th.

Requirements For Registration:

- * submit a **completed** Registration Form
- * with your **\$50** Registration Fee  both by **September 1st**.
- * you **MUST** apply for EIP or CSEA funding by **September 21st**.
- * Tuesday and Thursday classes are 6:00 – 9:00 pm; Saturday class is 9:00 – 3:00 pm.
- * see page 5 for full schedule

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

Contact Information:

Kristi Cusa, kristic@childcaresolutionscny.org, (315) 446-1220 Ext. 309 – 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.



CHILD CARE SOLUTIONS
 NAVIGATING THE WAY TO HIGH QUALITY CHILD CARE

Registration Form for CDA Course
September 5, 2023 – December 14, 2023

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 your Financial Responsibility

We want to ensure that participants are aware and accept their financial responsibilities for this course. The CDA Credential and the Scholarships associated with this course are a personal award belonging to the participant; this means that the responsibility to pay is on the student.

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

I understand that the cost of the CDA course I am enrolling in is \$2,500.00 and that a \$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 and that I will be responsible to pay any balance.

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 prior to the start of the course, that I will receive a 100% refund of my \$50 registration fee.

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 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 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 September 5, 2023 – December 14, 2023

Course Name:	September CDA Course	
Hours:	120	
Instructor:	Kristi Cusa	
# of Sessions:	29	
Times:	6:00 - 9:00 pm evenings	
	9:00 – 3:00 pm Saturday	
Day / Date of Sessions:		
Tuesday, Sept 5 - CLASSROOM	Thursday, Sept 7 - CLASSROOM	
Tuesday, Sept 12 - CLASSROOM	Tuesday, Sept 19 - CLASSROOM	
Thursday, Sept 21 - CLASSROOM	Tuesday, Sept 26 - CLASSROOM	
Thursday, Sept 28 - CLASSROOM		
Tuesday, Oct 3 - CLASSROOM	Thursday, Oct 5 - CLASSROOM	
Tuesday, Oct 10 – CLASSROOM	Thursday, Oct 12 - CLASSROOM	
Tuesday, Oct 17 – CLASSROOM	Thursday, Oct 19 - CLASSROOM	
Saturday, Oct 21 – CLASSROOM	Tuesday, Oct 24 - CLASSROOM	
Thursday, Oct 26 - CLASSROOM	Tuesday, Oct 31 - CLASSROOM	
Thursday, Nov 2 - CLASSROOM	Tuesday, Nov 7 - CLASSROOM	
Thursday, Nov 9 – ZOOM	Tuesday, Nov 14 – ZOOM	
Thursday, Nov 16 - ZOOM	Tuesday, Nov 21 – ZOOM	
Tuesday, Nov 28 – ZOOM	Thursday, Nov 30 – ZOOM	
Tuesday, Dec 5 – CLASSROOM	Thursday, Dec 7 - CLASSROOM	
Tuesday, Dec 12 – CLASSROOM	Thursday, Dec 14 - CLASSROOM	