

**Child Development Associate**

**CDA**

**Preparatory Program  
Application**



**Capital District  
Child Care  
Council**

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# **CDA Application Instructions**

A Child Development Associate (CDA) is a prestigious, national credential for people who are working in the early childhood field and are directly caring for and teaching young children.

Child care professionals earn a CDA credential from the Council for Early Childhood Professional Recognition, a national association, [www.cdacouncil.org](http://www.cdacouncil.org). To earn a CDA credential, candidates must actively demonstrate competence in supporting the development of children.

If you have any questions while completing this application, please feel free to call 426-7181.

- Read the registration policies on pages 2-3
- Complete the registration and payment form on page 4
- Complete the CDA Candidate Information and Application on pages 5-8
- Select an essay question from page 9. Please type or neatly print your essay.
- Mail your completed application to:

CDCCCC/CDA Application  
91 Broadway  
Menands, NY 12204

## **Questions?**

Questions about CDA curriculum should be directed to the

### **Director of Education**

x 323 for Abbe Kovacik

### **Child Care Center Education Team at 426-7181**

x342 for Sheri Dushane

x347 for Heather Sweet

Questions regarding CDA registration or tuition should be directed to the

### **Administrative Office at 426-7181**

x324 Keely Weise

# **CDA Registration Policies**

## **Pre-Registration & Payment**

Tuition for CDA is \$1700.00. Accepted forms of payment are signed EIP Award, check, money order, purchase order, Visa or MasterCard. If you have applied for EIP, please see Scholarship section below. Late registrations will be accepted based on approval from the CDA instructor, and when tuition is paid. See Incremental Payment Schedules on page 3 for information regarding payment options. Your first payment is due on or before the class start date. You will not be permitted to attend class if your first payment has not been received. If you apply for, and receive an EIP Award, you will be reimbursed the amount of your total payment equal to the amount of your EIP Award. Monthly tuition payments are due on the 15th of each month, every month until the CDA tuition of \$1700 is paid in full, or until you submit a valid, signed EIP Award notifications for a total of \$1700 (EIP will only award the portion of the tuition that takes place in the current calendar year, example: if the course begins in 2008 and ends in 2009, two separate EIP applications must be completed).

## **Refunds & Cancellations**

Tuition is refunded upon official notification by you that you are withdrawing from CDA. Unused tuition is returned to you or the funder (EIP, candidate workplace), excluding payment for attended classes and pre-paid tuition for the month of withdrawal. Reimbursement will be made in 2-4 weeks from the date of withdrawal in the original form of payment. You MUST officially notify the Capital District Child Care Council financial office of your withdrawal from CDA by calling 426-7181 x308. Failure to attend class does not qualify as withdrawal.

## **Scholarships (EIP)**

You may be eligible for an Educational Incentive Program (EIP) scholarship. EIP scholarship applications are available on the SUNY website at [www.tsg.suny.edu](http://www.tsg.suny.edu). Click on Educational Incentive Program, or call (518) 443-5940.

If you have already applied for and received an EIP Award, please sign and mail the award with your CDA application to:

Capital District Child Care Council (CDCCCC)/CDA  
91 Broadway  
Menands, NY 12204

If you have applied for, but have not received an EIP Award, please remit payment. See Pre-Registration & Payment above for payment types accepted. When the CDCCCC receives your signed EIP Award, you will be reimbursed in your original form of payment in 2 - 4 weeks.

If you need assistance completing your EIP application, call SUNY EIP at 443-5940, or contact the Child Care Council at 426-7181 x308.

# **CDA Registration Policies**

## **Incremental Payment Schedules**

Tuition for CDA is \$1700.00. CDA tuition must be paid in advance, or you may select from the following payment schedules:

- |                          |  |
|--------------------------|--|
| One payment of \$1700.00 | Due on or before class start date                                      |
| 10 payments of \$170.00  | First payment due on or before class start date, and due every 4 weeks |

Your first payment is due on or before class start date. You will not be permitted to attend class if your first payment has not been received. If you apply for, and receive an EIP Award, you will be reimbursed the amount of your total payment equal to the amount of your EIP Award.

## **Enrollment Requirements**

You must be currently employed at a regulated child care center, or group/family child care to enroll in CDA. You must be working with the age group you specify for your CDA credential.

## Registration and Payment

**Tuition for CDA is \$1700.** The CDA student is responsible for the tuition of \$1700. Students are encouraged to apply for the EIP scholarship. Monthly payments of \$170 must be made each month until the tuition is paid in full (unless the EIP scholarship is received prior to the class start date). If a student is waiting for the EIP scholarship, minimum monthly payments of \$170 must be made until the tuition is paid in full. When the Child Care Council receives the signed EIP Award voucher, the payee will be reimbursed. If a student withdraws from CDA, tuition is reimbursed upon official notification of withdrawal. Call 518 426-7181 x308 to officially withdraw. Failure to attend class does not qualify as withdrawal. Upon withdrawal, unused tuition is returned to the payee, excluding payment for attended classes and pre-paid tuition for the month of withdrawal. (Please note: private payments are used before EIP dollars.) Late registrations will be accepted based on approval from the instructor, and when tuition is paid. Deferred payment plans are available, call 426-7181 x324 for details.

**Payment:** You must select a payment option.

Applications received without selecting a payment option will be returned to the applicant.

One payment of \$1700.00

10 payments of \$170.00

Signed EIP Voucher

Total amount enclosed: \$\_\_\_\_\_

Payment options:

Check/Money Order

MasterCard/Visa

Signed EIP Award *(When selecting this option, you MUST enclose the signed EIP award with this application)*

Visa or MasterCard (16 digits)

Expiration date:    Month\_\_\_\_\_ Year\_\_\_\_\_

# CDA Candidate Information

*please print*

Name

## **Workplace Information:**

Workplace name

Street address

City

State

Zip

County

Phone

## **Personal Information:**

Street address

City

State

Zip

County

Home phone

Cell phone

Email address

*Yes, please send information and news about the Child Care Council to my email address*

## **CDA Checklist for Change**

### **YES**

- I have the support of my family.
- I have the support of my center director and co-workers.
- I am pursuing the CDA for my own professional development. I have time and will commit it to the CDA program (a minimum 6 hours per week).
- I can be flexible regarding current practice and am open to new ideas.
- I acknowledge that the CDA program may require that I make changes in my environment, child interactions, and professional standards.
- I am able to handle constructive criticism.
- I will be able to work with my advisor toward quality improvements. I will implement ideas learned.
- I can take responsibility for my own professional development and advocacy.

**If you answered YES to all these statements,  
you are ready to succeed in the CDA program!**

## **CDA Candidate Information**

*please print*

Check the highest level of education completed:

*(minimum of GED required to obtain a CDA)*

- High School diploma or GED
- AAS Degree           Major\_\_\_\_\_
- Bachelor's degree Major\_\_\_\_\_
- Master's degree   Major\_\_\_\_\_
- Other                Please describe\_\_\_\_\_

Why are you seeking the CDA credential?

What do you hope to gain personally and professionally through enrollment in the CDA Program?

Have you ever been enrolled in a CDA Preparatory Program before?

- No
- Yes   please describe\_\_\_\_\_

What age group do you specialize in?

- Infant/toddler (0-36 months)
- Preschool (3-5 years)
- Group/Family child care

## **CDA Candidate Information**

*please print*

I am currently working with children in the following age group(s):  
*(please check all that apply)*

- Birth - 8 months
- 9 - 17 months
- 18 - 36 months
- 3 - 5 years
- 5 - 12 years

I am currently employed at:  
*(please check one)*

- Licensed child care center
- Registered school-age program
- Non-licensed (legally exempt) preschool program
- Registered group/family child care

List all experience working with children *(chronologically starting with most recent)*

<b>Position</b>	<b>Location</b>	<b>Length of Employment</b>	<b>Age Group</b>

## **CDA Essay Question**

### ***Required***

Please select and respond to one of the following questions.

Responses should be no less than 300 words.

Please type your response, or neatly print your response on the essay pages starting on page 10.

### **Choose one**

1. Describe what a child centered early childhood education experience means and how a child-centered environment might look.
2. List and describe your three greatest teaching accomplishments.
3. How would you demonstrate/explain the “importance of play” to parents?

## **Essay page**