

Child Development Associate and NAFCC Accreditation

Preparatory Program Application



**Capital District
Child Care
Council**

CDA Registration Policies

Pre-Registration & Payment

Tuition for CDA is \$1900.00. 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. See Incremental Payment Schedules on page 3 for information regarding payment options. If you apply for, and receive an EIP Award, you will be reimbursed the amount of the payments credited to your account prior to receipt of your EIP. Monthly tuition payments are due on the 15th of each month, every month until the CDA tuition of \$1900 is paid in full, or until you submit a valid, signed EIP Award notification for a total of \$1900 (EIP will only award the portion of the tuition that takes place in the current calendar year, for example: if the course begins in 2009 and ends in 2010, 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 EIP, 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. 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. Click on Educational Incentive Program, or call (518) 443-5940.

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

Capital District Child Care
Council/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 *Capital District Child Care Council* receives your Signed EIP Award, you will be reimbursed, in 2 - 4 weeks, the amount of the payments credited to your account prior to receipt of your EIP. If you need assistance completing your EIP application, call SUNY EIP at 443-5940, or contact the Child Care Council at 426-7181 x308.

Enrollment Requirements

You must be currently employed at a family or group/family child care to enroll in CDA and have a high school diploma or GED.

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

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If you have applied for, but have not received an EIP Award, you must remit payment. See Pre-Registration & Payment above for payment types accepted. When the *Capital District Child Care Council* receives your signed EIP Awards, and you have been paid in full for the entire course, you will be reimbursed, in 2 - 4 weeks, the amount of the payments credited to your account prior to receipt of your EIP. If you need assistance completing your EIP application, call SUNY EIP at 443-5940, or contact *Capital District Child Care Council* at 426-7181 x308.

Enrollment Requirements

You must be currently employed at a family or group/family child care to enroll in CDA/Accreditation and have a high school diploma or GED.

I have read the above policy and understand that ultimately I am responsible for payment of my CDA class and agree that I will make regular and timely payments. If I fail to do so I may be prohibited from attending class and my instructors will cease to correct homework and to make visits to my program.

In addition I understand that if I choose to withdraw from class I must submit a written statement of withdrawal to the Capital District Child Care Council.

(Student Signature)

(Date)

FDC CDA/CDA Accreditation Candidate Information
(please print)

Name

Business (DBA) name

Street address

City

State

Zip

County

Home phone

Cell phone

Email address

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 _____

Have you ever been enrolled in a CDA Preparatory program or Accreditation program before?

- No
 Yes. Please describe

_____ Bu
siness type (check one):

- Family Child Care
 Group Family Child Care

I am enrolling in the following class:

- Child Development Associate Preparatory/NAFCC Accreditation combination

Class to be held on the following dates: _____

Payment options:

- Total amount enclosed: \$ _____
 Check/Money Order
 MasterCard/Visa
 Signed EIP Award (When selecting this option you **MUST** enclose the signed EIP award this application)
 Visa or MasterCard (16 digits)

Card Expiration Date: Month _____ Year _____