

CDA: A Great Choice for Early Childhood Professionals

Our CDA course offers child care professionals, whether new to the field or interested in increasing their knowledge of early childhood education, an engaging learning experience. Students will earn up to 120 hours of training in one year beginning in **January 2020**. Please remember that class space is limited; be sure to register early.

Earn a credential that is nationally recognized, satisfies the qualifications of New Jersey's "Group Teacher" requirement, fulfills a core requirement of the NJ Infant/Toddler Credential, and supports standards within GNJK and the recommendations of NAEYC's accreditation standards!



Steps to Enroll in Child Care Connection's Child Development Associate Credential (CDA) Training

1. Visit the Council for Professional Recognition website: www.cdacouncil.org/credentials/apply-for-CDA.
 - Become familiar with the whole preparation/application/demonstration process.
 - Choose the setting (Preschool, Infant/Toddler, or Family Child Care) that matches the setting with which you have or will have direct experience.
2. Become a NJ Workforce Registry member at: www.NJCCIS.com.
 - If you are already a member, simply confirm your membership ID number, and add it to your CDA Enrollment Form.
 - If you are not yet a member;
 - Use the green "New to the NJCCIS? Create your account now" link to create your membership. Be sure to select a "Registry Role" to complete your membership in the Registry portion of NJCCIS.
 - After responding to your confirmation e-mail, make note of your membership ID number.
 - Be sure that your membership is linked to the program where you are currently working.
 - If you are working for a program that participates in the child care subsidy program, you may be eligible for a scholarship. Use the *How to Apply for a Scholarship* guidance, found under NJ Workforce Registry on the *Help* page. All scholarship eligibility questions must be directed to NJCCIS: 1-800-332-6512 or NJCallCenter@e-tcc.com.
3. Complete and submit the Child Care Connection **2020 Child Development Associate Credential Enrollment Form** (page 4).
 - Read the *CDA Enrollment Information & Requirements* (page 2).
 - Submit your completed enrollment form to Child Care Connection.
4. Soon after you return your completed **2020 Child Development Associate Credential Enrollment Form**, watch for a **2020 Child Development Associate Participation Agreement**. Please complete and return before the first class.

There are a limited number of CDA training slots — respond promptly!

If you have questions or would like assistance with any step above, please contact us at 609-989-7940 or training@childcareconnection-nj.org.



CDA ENROLLMENT INFORMATION & REQUIREMENTS

Child Development Associate (CDA) Credential

CDA Credential Candidate Eligibility

The eligibility requirements to apply for a CDA Credential are as follows:

- You must have a high school diploma **or** be a high school junior or senior in an early education/child development Career and Technical Program.
- Any time before you apply: Complete 120 clock hours of professional education covering at least ten hours in each of the eight CDA Subject Areas.
- Within three years of applying: Obtain 480 hours of experience working with young children.
- Within six months of applying: Prepare a CDA Professional Portfolio according to the requirements outlined in the *CDA Competency Standards* book.

Be sure to review the CDA process by visiting the Council for Professional Recognition website:

www.cdacouncil.org

Textbooks/Setting

New students must identify which setting (Infant/Toddler, Preschool, or Family Child Care) they will be applying for when it comes time to complete their CDA Assessment with the Council for Professional Recognition. Visit the Council for Professional Recognition's website (www.cdacouncil.org) to become familiar with the assessment requirements that are related to your setting. Select the textbook that matches your work setting on the enrollment form (page 4). The set will include: *Essentials for Working with Young Children Textbook-2nd Edition*, *Essentials Workbook-2nd Edition*, and the *CDA Competency Standards Book* for the setting you identify.

NJ Workforce Registry

While you will not need to enroll in the CDA classes through the NJ Workforce Registry, providing your membership ID number is required. You will be able to use your NJ Workforce Registry training transcript to document your completion of 120 clock hours of formal CDA training.

Attendance

Classes will be held at Child Care Connection, 1001 Spruce St., Suite 201, in Trenton, New Jersey on Tuesdays from 6:00-8:30 pm. Students must attend class regularly, with no more than one absence permitted per three-month session. Child Care Connection does not hold CDA make-up classes; hours lost to absence will need to be compensated by registering and attending other topic-related training. Classes canceled by Child Care Connection due to snow or other emergencies will be rescheduled to another day of the week, generally within two weeks of the originally scheduled class.

Payment

Those applying for the State scholarship may begin attending classes pending scholarship approval. We will request a copy of NJCCIS/Registry correspondence confirming receipt of scholarship application. For those not applying for a scholarship, a minimum payment and textbook fee must be received two weeks prior to the start date of the selected module, session, or semester.

All fees are non-refundable and non-transferable.



January 7, 2020 -- December 1, 2020

All classes are held from 6:00 p.m. to 8:30 p.m. on the following Tuesdays:

Jan 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Mar 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sep 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Oct 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Nov 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Dec 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Winter/Spring 2020 – Tuesday* 6:00-8:30pm *In the event of a snow cancellation, class will be rescheduled for a different night of the week.

Health and Safety	Jan. 7, 14, 21, 28	Learning Environment	Feb. 4, 11, 18, 25
Physical Development	Mar. 3, 10, 17, 24	Cognitive Development	Mar. 31, Apr. 7, 14, 21
Communication Development	Apr. 28, May 5, 12, 19	Creative Development	May 26, Jun. 2, 9, 16

Summer/Fall 2020 – Tuesday 6:00-8:30pm *In the event of a snow cancellation, class will be rescheduled for a different night of the week.

Self & Social Development	Jun. 23, 30, Jul. 7, 14	Guidance	Jul. 21, 28, Aug. 4, 11
Families	Aug. 18, 25, Sep. 1, 8	Observation	Sep. 15, 22, 29, Oct. 6
Program Management	Oct. 13, 20, 27, Nov. 3	Professionalism	Nov. 10, 17, 24, Dec. 1



2020 CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

NAME:	
HOME ADDRESS:	
CITY, STATE & ZIP:	
HOME/CELL PHONE:	
E-MAIL:	
PROGRAM/WORK NAME:	
PROGRAM/WORK ADDRESS:	
PROGRAM/WORK PHONE:	
NJ REGISTRY ID NUMBER:	

CDA ENROLLMENT OPTIONS

CHECK	SEMESTERS	COST	DATES
	WINTER SESSION <small>(minimum payment of \$155 due by 12/23/2019; second payment of \$155 due by 1/28/2020)</small>	\$310	Tuesdays: January 7, 2020 to March 24, 2020
	SPRING SESSION <small>(minimum payment of \$155 due by 3/17/2020; second payment of \$155 due by 4/21/2020)</small>	\$310	Tuesdays: March 31, 2020 to June 16, 2020
	FIRST SEMESTER - WINTER & SPRING <small>(minimum payment of \$310 due by 12/23/2019; second payment of \$310 due by 1/28/2020)</small>	\$620	Tuesdays: January 7, 2020 to June 16, 2020
	SUMMER SESSION <small>(minimum payment of \$155 due by 6/9/2020; second payment of \$155 due by 7/14/2020)</small>	\$310	Tuesdays: June 23, 2020 to September 8, 2020
	FALL SESSION <small>(minimum payment of \$155 due by 9/1/2020; second payment of \$155 due by 10/6/2020)</small>	\$310	Tuesdays: September 15, 2020 to December 1, 2020
	SECOND SEMESTER - SUMMER & FALL <small>(first payment of \$310 due by 6/9/2020; second payment \$310 due by 7/14/2020)</small>	\$620	Tuesdays: June 23, 2020 to December 1, 2020
	FULL YEAR - JANUARY 2020 — DECEMBER 2020 <small>(minimum payment of \$600 due by 12/23/2019; second payment of \$600 due by 1/28/2020)</small>	\$1200	Tuesdays: January 7, 2020 to December 1, 2020

New students will incur an additional textbook charge - see fees below.
Child Care Connection will purchase and distribute textbook sets at the first class.

You MUST check which CDA credential you are pursuing (the setting in which you'll be working when you apply for your CDA credential; this determines which textbooks you will receive).

TRAINING AMOUNT DUE: _____

TEXTBOOK AMOUNT DUE: **\$112.00**

TOTAL AMOUNT DUE: _____

<input type="checkbox"/> Infant/Toddler \$112 textbook fee	<input type="checkbox"/> Preschool \$112 textbook fee	<input type="checkbox"/> Family Child Care \$112 textbook fee
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*TOTAL AMOUNT ENCLOSED: _____

** BALANCE DUE: _____

Applying for NJCCIS/Registry Scholarship
(CHECK HERE)

(No fee due at this time—pending scholarship approval)
(Proof of scholarship application submission due within 3 weeks of starting date)
(If scholarship is declined, payment will be due to continue)

ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE!

SUBMIT COMPLETED FORM WITH PAYMENT TO:

Child Care Connection	FAX: 609-989-8060
1001 Spruce St., Suite 201	e-mail: training@ccc-nj.org
Trenton, NJ 08638-3957	

*WITH PAYMENT if not eligible/applying for scholarship

