



## CHILD DEVELOPMENT ASSOCIATE CREDENTIAL (CDA)

Child Care Connection's 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 can earn up to 120 hours of training in one year.

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 CDA TRAINING SERIES

1. Visit the Council for Professional Recognition website:

[www.cdacouncil.org/credentials/apply-for-CDA](http://www.cdacouncil.org/credentials/apply-for-CDA).

- Become familiar with the whole preparation/application/demonstration process.
- Identify the setting (Preschool, Infant/Toddler, or Family Child Care) that matches the setting with which you have or will have direct experience and be eligible to apply.

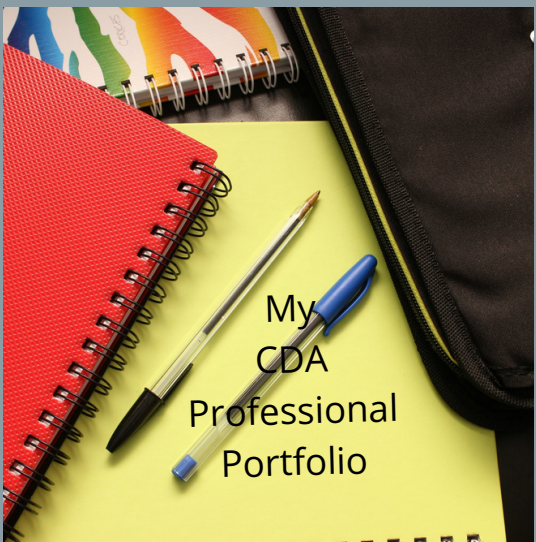
2. Become a NJ Workforce Registry member at: [www.NJCCIS.com](http://www.NJCCIS.com).

- 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 "Register" button 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](mailto:NJCallCenter@e-tcc.com).

3. Complete and submit the Child Care Connection *2023 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 (see bottom of form).

4. Soon after you return your completed *2023 Child Development Associate Credential Enrollment Form*, watch your email for a *2023 Child Development Associate Participation Agreement* and a *2023 Child Development Associate Credential Series Invoice*. Please complete Agreement and return with payment or proof of scholarship application two weeks 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](mailto:training@childcareconnection-nj.org).

# CDA Enrollment Information & Requirements

## 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](http://www.cdacouncil.org)**

## Attendance - Live & Independent

Classes will be held live on Zoom on Wednesdays from 6:30-8:30 pm. Students must attend class regularly, with no more than one absence 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 tech issues or other emergencies will be rescheduled to another day of the week, generally within two weeks of the originally scheduled class.

**Each of the 12, ten-hour modules will require eight hours (4, 2-hour sessions) of live, engaged\* Zoom attendance and two hours of mandatory independent work submitted by the given deadline to receive training hours.**

**\*Session engagement will require video and audio capabilities from a location with minimal distractions.**

## Textbooks/Setting (*Additional Purchase Required*)

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. This is the setting where you will be observed for your assessment. Visit the Council for Professional Recognition's website (**[www.cdacouncil.org](http://www.cdacouncil.org)**) to become familiar with the assessment requirements that are related to your setting. PURCHASE (\$129 with shipping & handling) the textbook set that matches your work setting. 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. You will receive further guidance on this purchase in an email after we receive your application.

## NJ Workforce Registry

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

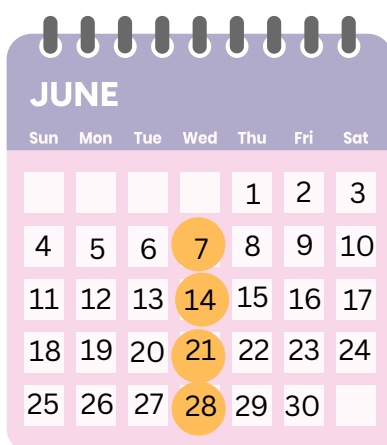
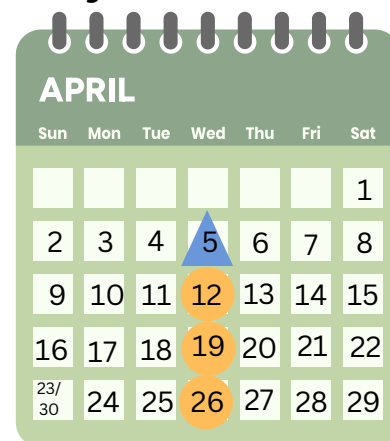
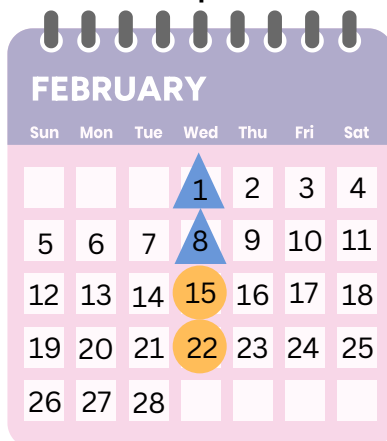
## Payment

Those applying for the State scholarship may begin attending classes pending scholarship approval only if a copy of NJCCIS/Registry correspondence confirming receipt of completed scholarship application is submitted to Child Care Connection. For those not applying for a scholarship, a minimum payment 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*

# CDA Class Schedule 1/18/2023 -- 12/20/2023

All live, virtual classes will be held on Zoom  
from 6:30-8:30pm on the following Wednesdays:



**Winter/Spring 2023** – Wednesday\* 6:30-8:30pm \*In the event of a CCC cancellation, class will be rescheduled for a different night of the week.

Professionalism (FA13)	△ Jan. 18, 25, Feb. 1, 8	Physical Development (FA4)	○ Apr. 12, 19, 26, May 3
Health and Safety (FA1&2)	○ Feb. 15, 22, Mar. 1, 8	Cognitive Development (FA5)	△ May 10, 17, 24, 31
Learning Environment (FA3)	△ Mar. 15, 22, 29, Apr. 5	Communication Development (FA6)	○ Jun. 7, 14, 21, 28

**Summer/Fall 2023** – Wednesday\* 6:30-8:30pm \*In the event of a CCC cancellation, class will be rescheduled for a different night of the week.

Creative Development (FA7)	△ Jul. 5, 12, 19, 26	Observation (FA12)	○ Sep. 27, Oct. 4, 11, 18
Self & Social Development (FA8&9)	○ Aug. 2, 9, 16, 23	Families (FA11)	△ Oct. 25, Nov. 1, 8, 15
Guidance (FA10)	△ Aug. 30, Sep. 6, 13, 20	Program Management (FA12)	○ Nov. 29, Dec. 6, 13, 20



# 2023 CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL ENROLLMENT FORM

Name:	
Home Address:	
City, State, & Zip:	
Home/Cell Phone:	
E-Mail:	
Program/Work Name:	
Program/Work Address:	
Program/Work Phone:	
NJCCIS/Registry ID #:	

SEMESTERS	DATES	COST	SELECT
WINTER SESSION (Modules 1, 2, 3) (minimum payment of \$187.50 due by 1/4/2023; second payment of \$187.50 due by 2/8/2023)	Wednesdays: January 18, 2023 to April 5, 2023	\$375	
SPRING SESSION (Modules 4, 5, 6) (minimum payment of \$187.50 due by 3/29/2023; second payment of \$187.50 due by 5/3/2023)	Wednesdays: April 12, 2023 to June 28, 2023	\$375	
FIRST SEMESTER - WINTER & SPRING (Modules 1-6) (minimum payment of \$375 due by 1/4/2023; second payment of \$375 due by 2/8/2023)	Wednesdays: January 18, 2023 to June 28, 2023	\$750	
SUMMER SESSION (Modules 7, 8, 9) (minimum payment of \$187.50 due by 6/21/2023; second payment of \$187.50 due by 7/26/2023)	Wednesdays: July 5, 2023 to September 20, 2023	\$375	
FALL SESSION (Modules 10, 11, 12) (minimum payment of \$187.50 due by 9/13/2023; second payment of \$187.50 due by 10/18/2023)	Wednesdays: September 27, 2023 to December 20, 2023	\$375	
SECOND SEMESTER - SUMMER & FALL (Modules 7-12) (first payment of \$375 due by 6/21/2023; second payment \$375 due by 7/26/2023)	Wednesdays: July 5, 2023 to December 20, 2023	\$750	
FULL YEAR - JANUARY 2023 — DECEMBER 2023 (All 12 Modules) (minimum payment of \$700 due by 1/4/2023; second payment of \$700 due by 6/21/2023)	Wednesdays: January 18, 2023 to December 20, 2023	\$1400	

**You MUST check which CDA credential you are pursuing (the setting in which you'll be working when you apply for your CDA credential). Make sure that this setting matches the textbook set you purchase.**

Infant/Toddler (center): \_\_\_\_\_

Preschool (center): \_\_\_\_\_

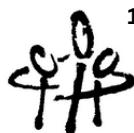
Family Child Care: \_\_\_\_\_

## SUBMIT COMPLETED FORM WITH PAYMENT TO:

Child Care Connection  
1001 Spruce St., Suite 201  
Trenton, NJ 08638-3957

FAX: 609-989-8060

e-mail: training@ccc-nj.org



\*WITH PAYMENT if not eligible/applying for scholarship

TOTAL AMOUNT DUE: \_\_\_\_\_

\*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 2 weeks of starting date. If scholarship is declined, payment will be due to continue.



**ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE!**