

SOUTHWEST HRA HEAD START

Section: Administration
Subject: Child Development Associate (CDA) Training and Credential
Revised: February 27, 2003

REGULATION REFERENCE:

NAEYC Guide to Accreditation by the National Academy of Early Childhood Programs, revised edition
Head Start Program Performance Standards

POLICY:

All teaching staff will have the Child Development Associate (CDA) credential. The CDA may be required of other education staff, as identified by the Assistant Director for Early Childhood Development

PROCEDURE:

1. Southwest HRA Head Start assists staff in acquiring the CDA credential through local colleges and universities.
2. All teaching staff who have a minimum of a high school diploma or GED will enroll in 9 hours of college course work, designed specifically for Head Start CDA candidates and those pursuing a degree in Early Childhood Development. Students must maintain a passing grade in each course before applying for the CDA credential.
3. These classes will be available, when feasible, during Southwest HRA working hours. Courses will be scheduled during fall and spring semesters.
4. Education staff are available to provide advisement and assistance on an as needed basis. However, it is the responsibility of the CDA candidate to complete all necessary course work and documentation as required for the credential.
5. Upon completion of the required course work and documentation, the CDA candidate will apply for the CDA credential. The assessment fee will be paid by Southwest HRA Head Start.
6. CDA candidates will meet with a CDA representative, and will be assessed in five areas: early childhood studies review test, parent questionnaires, resource file and statements of competence, classroom observation, and oral review.
7. Upon review by The Council for Early Childhood Professional Recognition, a Child Development Associate Credential will be either awarded or denied.

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If the CDA credential is awarded, the employee will inform the Assistant Director for Early Childhood Development and submit a copy of the documentation.

The Asst. Director for Early Childhood Development will notify the Asst. Director for Admin/Career Dev., submit the appropriate documentation, and:

- a. The original documentation will be maintained in the employee's file in the classroom.
- b. Submit a copy to of the CDA Certificate to the Asst. Director for Admin/Career Dev.
- c. Submit a copy to the Data Entry Specialist who will enter the information in ChildPlus.
- d. Submit a copy to the Agency Personnel Manager for placement in the employee's file.

CDA credential is denied:

If the CDA is a requirement for the current position, the employee will automatically be placed on probation until the credential is awarded.

The employee will work with the Assistant Director for Early Childhood Development to prepare for assessment as soon as possible.