

Professional Development: Child Development Associate Credential (CDA)

The Head Start Act 2007 (as amended 12/12/07)

§ 648A (a) (5)

Each Head Start teacher shall attend not less than 15 clock hours of professional development per year. Such professional development shall be high quality, sustained, intensive and classroom-focused to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom, and regularly evaluated by the program for effectiveness.

Policy

To improve staff qualifications and enhance professional development, Community Action Head Start will ensure all staff meet their professional development requirements based on job position federal and state regulations. Professional development is provided by a combination of grantee-provided trainings, trainings offered through community partners, offsite services and by attendance at conferences.

The **Training and Technical Assistance Plan (T&TA Plan)** outlines the training and professional development used by the program with details on tuition assistance and training priorities for staff, Policy Council, Governing Board, and parents.

Community Action Head Start will offer financial assistance (contingent upon available funds) to employees who are full-time equivalency status and have a **Professional Development Plan approved by their supervisor.**

A tiered approach is used with priority given to staff as listed in our T&TA Plan and below:

1. Staff who are in positions requiring only a high school diploma/GED who wish to obtain their CDA or to take classes that will enhance their professional development.
2. Staff who are needing to renew their CDA credential.
3. Family Services staff who do not meet the Head Start Program Performance Standards for their position.
4. Staff who wish to obtain their AA degree in ECE, an ECE certificate in the field of Early Childhood, or an AA in Family and Human Services.
5. Staff who wish to obtain their BS/BA degree in Early Childhood or related field.
6. Staff who request professional development to support their current position.

Students who receive grants, scholarships, or combination thereof sufficient to pay for tuition and fees **are not eligible for financial assistance through Community Action.** Community Action will provide financial assistance for tuition and fees, the net out of pocket cost to student.

Students are required to provide an account statement which includes the student's name, institution, dates attended, and itemized accounting, including any financial aid applied to the student's account.

Procedure

Child Development Associate (CDA) Credential Cohort through Washington County CCR&R

Staff who are interested in obtaining their CDA through CCR&R are welcome to request a meeting with the Professional Development Supervisor. Professional goals and interests will be discussed at this meeting. If the staff member continues to express interest in joining the cohort, they must follow the steps outlined below.

Employee will:

- Meet with their supervisor to complete their **Professional Development Plan** as part of their employee evaluation, which indicates the goal of taking coursework, classes, or a training. Print a personal **Professional Development Statement** from the Oregon Registry Online website (www.myoregonregistryonline.org) to see if the training qualifications for obtaining a CDA have been met.
- Visit the Council for Professional Recognition website (www.cdacouncil.org), and review steps for obtaining or renewing a CDA.
- Apply for the *Betty Grey Early Childhood Scholarship*, if eligible. (<https://drive.google.com/file/d/1zX2DhN1eWoyrDHoGTozNs50FwPVA2Z9f/view>)
- Complete a **Community Education Request Form** if additional training is needed, listing the needed trainings and submit it to the supervisor. The supervisor will review and sign this form and send it, along with a copy of the employee's **Professional Development Plan**, to the Professional Development Supervisor.

Supervisor will:

- Review and sign the **Community Education Request Form** if employee needs additional training, and send the form, along with a copy of the employee's **Professional Development Plan**, to the Professional Development Supervisor.

Professional Development Supervisor (PDS) will:

- Review the request and send the appropriate Early Childhood Program Manager an email requesting approval.
- Upon manager approval, the PDS will send the request and all supporting document to CCR&R letting them know the request has been approved and to find out if there is room in the CDA cohorts.
- Reach out to the appropriate Early Childhood Program Manager to obtain credit card information to pay the employee's CDA program.

Child Development Associate Credential Cohort outside Washington County CCR&R

Employee will:

- Meet with their supervisor to complete their **Professional Development Plan** as part of their employee evaluation, which indicates the goal of taking coursework, classes, or a training. Print a personal **Professional Development Statement** from the Oregon Registry Online website (www.myoregonregistryonline.org) to see if the training qualifications for obtaining or renewing a CDA have been met.
- Review available CDA trainings (<https://www.cdacouncil.org/en/find-cda-training/>)
- Visit the Council for Professional Recognition website (www.cdacouncil.org), and review steps for obtaining a CDA.
- Apply for the *Betty Grey Early Childhood Scholarship*, if eligible. (<https://drive.google.com/file/d/1zX2DhN1eWoyrDHoGT0zNs5oFwPVA2Z9f/view>)
- Complete a **Community Education Request Form** if additional training is needed, listing the needed trainings and submit it to the supervisor. The supervisor will review and sign this form and send it, along with a copy of the employee's **Professional Development Plan**, to the Professional Development Supervisor.
- Send a **Requisition for Disbursement Form**, proof of completion, and proof of payment to the supervisor for review and signature.
- Request a meeting with the Professional Development Supervisor to review and submit the application and payment online.

Supervisor will:

- Review and sign the **Community Education Request Form** if employee needs additional training, and send the form, along with a copy of the employee's **Professional Development Plan**, to the Professional Development Supervisor.

Professional Development Supervisor will:

- Review the request and send the appropriate Early Childhood Program Manager an email requesting approval.
- Reach out to the appropriate Early Childhood Program Manager to obtain credit card information to pay the employee's CDA program.

Child Development Associate Credential Renewal

Employee will:

- Download the free CDA Renewal Procedures Guide to successfully prepare and complete the renewal process.
 - Preschool, Infant-Toddler and Family Child Care guide: https://www.cdacouncil.org/wp-content/uploads/2021/06/CDA-Renewal-Guide_final-062021.pdf.
 - Home Visitor guide: https://www.cdacouncil.org/wp-content/uploads/2021/06/HV-Renewal-Guide_final_020419.pdf.
- Identify who will be your Early Childhood Educator (ECE) Reviewer. Provide them with the ECE Reviewer information booklet:



https://www.cdacouncil.org/storage/documents/Renewal_Procedures_Guides/ECE_Reviewer_Sept2018_final.pdf

Supervisor will:

- Complete a **Requisition for Disbursement Form**.
- The **Requisition for Disbursement Form** should include the following information:
 - Vendor Name – The Council for Professional
 - Vendor Code – 2160
 - Expense Account – 54950
 - Project Code – 106
- Send the completed **Requisition for Disbursement Form** and invoice to Professional Development Supervisor via email for approval.

Professional Development Supervisor will:

- Approve the **Requisition for Disbursement Form** and invoice, then will send to Fiscal via email for payment.