

# 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 can earn up to 120 hours of training in one year by choosing to attend from one to four CDA sessions held on TUESDAY evenings from September 2018 through August 2019. 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](http://www.cdacouncil.org/credentials/apply-for-CDA)
  - Become familiar with the whole preparation/application/demonstration process.
  - You will need to 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](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,
    - But were a PINJ member, use the "Existing PINJ User" button to transfer your PINJ account to the NJ Workforce Registry.
    - And were never a member, use the "Register" button to set up your membership.
    - After responding to your confirmation e-mail, make note of your NJ Workforce Registry membership ID number.
  - Be sure that your membership is linked to the program where you are currently working.
  - If you are working in a program that participates in Grow NJ Kids or the child care subsidy program, you may be eligible for a scholarship. Use the *How to Apply for a Scholarship* guidance found under *How-To Documents for Everyone* at the bottom of the NJ Workforce Registry home page. All scholarship eligibility questions must be addressed by the NJ Workforce Registry: 1-877-522-1050 or [NJWorkforceRegistry@pcgus.com](mailto:NJWorkforceRegistry@pcgus.com).
3. Complete and submit the Child Care Connection **2018-2019 Child Development Associate Credential Enrollment Form (page 4)**
  - Read the CDA Enrollment Information & Requirements (page 2).
  - Submit your completed enrollment form with at least a first payment to Child Care Connection by the due date as indicated on the enrollment form.
  - **If you are applying for a scholarship (available for a limited time), submit your completed enrollment form with "applying for scholarship" across the bottom as soon as possible. Once received we will provide the documentation you need to submit with your scholarship application.**

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 3 years before you apply: Obtain 480 hours of experience working with young children
- Within 6 months before you apply: 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)

### 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](http://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 so that your attendance can be uploaded on a per-module basis. 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 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

Minimum payment and textbook fee must be received two weeks prior to the start date of the selected session or semester. When splitting the cost into two payments, the second payment is due no later than the date of the last class of the first module in the selected session or semester (see page 4 for specific dates related to your selection). Registration is not complete and a space will not be held until minimum payment and textbook fee are received.

*All fees are non-refundable and non-transferable.*



# September 18, 2018 -- August 27, 2019

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

Sep 2018						
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 2018						
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 2018						
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 2018						
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					

Jan 2019						
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 2019						
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		

Mar 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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 2019						
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

Fall 2018 – 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	Sept. 18, 25, Oct. 2, 9	Learning Environment	Oct. 16, 23, 30, Nov. 6
Physical Development	Nov. 13, 20, 27, Dec. 4	Cognitive Development	Dec. 11, 18, Jan. 8, 15
Communication Development	Jan. 22, 29, Feb. 5, 12	Creative Development	Feb. 19, 26, Mar. 5, 12

Spring 2019 – Tuesday 6:00-8:30pm

Self & Social Development	Mar. 19, 26, Apr. 2, 9	Guidance	Apr. 16, 23, 30, May 7
Families	May 14, 21, 28, Jun. 4	Observation	Jun. 11, 18, 25, Jul. 2
Program Management	Jul. 9, 16, 23, 30	Professionalism	Aug. 6, 13, 20, 27



## 2018-2019 CHILD DEVELOPMENT ASSOCIATE (CDA) CREDENTIAL

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

### CDA ENROLLMENT OPTIONS

CHECK	SEMESTERS	COST	DATES
	<b>FALL SESSION</b> (minimum payment of \$130 due by 9/4/2018, second payment of \$130 due by 10/9/2018)	\$260	Tuesdays: September 18, 2018 to December 4, 2018
	<b>WINTER SESSION</b> (minimum payment of \$130 due by 11/27/2018, second payment of \$130 due by 1/15/2019)	\$260	Tuesdays: December 11, 2018 to March 12, 2019
	<b>FIRST SEMESTER - FALL &amp; WINTER</b> (minimum payment of \$260 due by 9/4/2018, second payment of \$260 due by 10/9/2018)	\$520	Tuesdays: September 18, 2018 to March 12, 2019
	<b>SPRING SESSION</b> (minimum payment of \$130 due by 3/5/2019, second payment of \$130 due by 4/9/2019)	\$260	Tuesdays: March 19, 2019 to June 4, 2019
	<b>SUMMER SESSION</b> (minimum payment of \$130 due by 5/28/2019, second payment of \$130 due by 7/2/2019)	\$260	Tuesdays: June 11, 2019 to August 27, 2019
	<b>SECOND SEMESTER - SPRING &amp; SUMMER</b> (first payment of \$260 due by 3/5/2019, second payment \$260 due by 4/9/2019)	\$520	Tuesdays: March 19, 2019 to August 27, 2019
	<b>FULL YEAR - SEPTEMBER 2018 — AUGUST 2019</b> (minimum payment of \$500 due by 9/4/2018, second payment of \$500 due by 10/9/2018)	\$1000	Tuesdays: September 18, 2018 to August 27, 2019

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

Please 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).

<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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TRAINING AMOUNT DUE: \_\_\_\_\_

TEXTBOOK AMOUNT DUE:     \$112.00    

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

TOTAL AMOUNT ENCLOSED: \_\_\_\_\_

BALANCE DUE: \_\_\_\_\_

**MAIL OR SUBMIT COMPLETED FORM WITH PAYMENT TO:**



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

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