

Child Development Associate Credential (CDA)

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

§ 1302.92 (b)

(b) A program must establish and implement a systematic approach to staff training and professional development designed to assist staff in acquiring or increasing the knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities, and attached to academic credit as appropriate, and integrated with employee engagement practices in accordance with § 1302.101(a)(2). At a minimum, the system must include:

(1) Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A(a)(5)29 of the Act, and includes creating individual professional development plans as described in section 648A(f) of the Act.

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 training, training 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 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 or renew their CDA, or to take classes that will enhance their professional development.
2. Family Services staff who do not meet the Head Start Program Performance Standards for their position.
3. Staff who wish to obtain their AA degree in ECE or obtain an ECE certificate in the field of Early Childhood.
4. Staff who wish to obtain their BS/BA degree in Early Childhood or related field.
5. Staff who request professional development to support their current position or who wish to increase their Oregon Registry Online (ORO) step.

Staff who receive grants, scholarships, or combination thereof sufficient to pay for tuition or course fees **are not eligible for financial assistance through Community Action.**

Staff who are on an active Coaching & Counseling notice (C&C) or who have submitted a notice of separation from employment (resignation) will not be eligible for reimbursement or tuition assistance.

Procedure

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

Staff who are interested in obtaining their CDA through CCR&R must 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 training.
- Visit the Council for Professional Recognition website (www.cdacouncil.org), and review steps for obtaining or renewing a CDA.
- Apply for the *Betty Gray Early Childhood Scholarship*, if eligible.
(https://portlandstate.qualtrics.com/jfe/form/SV_0x5rJ5viCaWWmoJ)

Professional Development Supervisor (PDS) will:

- Will Send the request to CCR&R to find out if there is room in the CDA cohorts. Typically, cohorts begin in the Fall.
- Connect the staff member with CCR&R for cohort information (if there is space to join).
- If the cohort has begun and there is no space to join, the PDS will offer alternative CDA options such as a cohort outside of Washington County CCR&R.

Child Development Associate Credential Cohort outside Washington County CCR&R

Staff who are interested in obtaining their CDA outside of CCR&R must 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, they must follow the steps outlined below.

Community Action Head Start will reimburse the employee for the CDA fee upon completion of a CDA certificate (contingent upon available funds).

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.
- Review available CDA options (<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 Gray Early Childhood Scholarship*, if eligible.
(https://portlandstate.qualtrics.com/jfe/form/SV_0x5rJ5viCaWWmoJ)
- At least two weeks prior to the beginning of the term, submit the following forms to their supervisor:
 - Completed and signed **Education Development Plan**
 - Completed and signed **Community Education Request Form**

- Completed **Payment Request Form** (obtained from the commonly used forms section of the employee intranet). Instructions on how to complete the payment request form are below:
 - Date: Date the form is being completed
 - Requested By: Name of employee requesting the funds
 - Vendor Code: leave blank
 - Vendor Name: Employee's name and address on the appropriate sections
 - There are 2 methods for reimbursement that will prompt fiscal on how the employee will obtain their check (Hold Check box):
 - Option 1 - Employee can pick up the check at the Hillsboro Multi-Service Center (HMSC). Type "Will pick up at front desk"
 - Option 2 – Employee can receive the check via postal mail to the address on the Payment Request Form. Type "mail to address on form"
 - Description and Purpose: CDA fee for (Employee name)
 - Example: CDA fee for Minnie Mouse
 - Expense Account: 54950
 - Project Codes must be split: 106001 (32%), 107001 (68%)

Supervisor will:

- Review all documents submitted by the employee as outlined above for accuracy.
- Once reviewed and verified, supervisor will sign Community Education Request and Payment Request Forms.
- Attach a copy of the staff member's professional development plan with appropriate signatures.
- Supervisor will compile and email all paperwork to the PDS via email for review.

Professional Development Supervisor will:

- Review all paperwork for accuracy and submit all paperwork via DocuSign to the appropriate manager for approval request.
- Once approved, the PDS will inform the employee and supervisor that the request has been approved.
- The PDS will send a copy of all documents to fiscal for check issuance.

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

- Identify who will be the verifier. This is typically the Professional Development Supervisor, who can verify the training requirement: 4.5 CEU's, 3 credit college course from an accredited college or university, or 45 clock hours of training in ECE and/or Child Development.
- Work with their supervisor to identify the CDA Renewal as a goal on your Professional Development Plan as part of their annual performance evaluation.
- Complete a **Payment Request Form** (obtained from the commonly used forms section of the employee intranet). Instructions on how to complete the payment request form are below:
 - Date: Date on which form is being completed
 - Requested By: Name of employee requesting the funds
 - Vendor Code: leave blank
 - Vendor Name: Employee's name and address on the appropriate sections
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Professional Development Supervisor will:

- Review all paperwork for accuracy and submit all paperwork via DocuSign to the appropriate manager for approval request.
- Once approved, the PDS will inform the employee and supervisor that the request has been approved.
- Contact the staff member to provide the credit card information for payment. This process will only be done via Microsoft Teams screen sharing. Credit card information will not be sent via message.

The staff member must provide a receipt to the PDS via email for record keeping purposes.