

CARE ABOUT CHILDCARE USU EASTERN  
ANNOUNCES THE 2024  
CDA ROLLING COHORT

Open to all Early  
Childhood Education  
Professionals!

(Priority will be given to applications from  
professionals working in a Utah licensed  
childcare program)



We are here to  
help!

To participate in the cohort,  
send completed applications to:  
[shanna.vasquez@usu.edu](mailto:shanna.vasquez@usu.edu)  
or fax to 435-613-5815

## Questions?

Contact Shanna Vasquez  
435-613-5297 or at the above  
email address



Additional information about the  
CDA credential can be found at  
<http://www.cdacouncil.org/>



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and Development Block Grant.

# Care About Childcare USU Eastern

## 2023 CDA Cohort Information

Welcome to the 2024 CDA Cohort! The purpose of the CDA Cohort is to assist participants through the process of earning a Child Development Associate credential through the Council for Professional Recognition (<https://www.cdacouncil.org>).

By submitting and signing the CDA Application, you have agreed to:

- Attend, when possible, at least one or two 10-hour training courses per month; if two courses are unattainable contact Education Coordinator for scheduling options.
- Attend monthly Portfolio Prep Sessions with the Education Coordinator.
- Complete a Professional Portfolio, a verification visit, observation, and take the CDA exam.
- Be personally responsible to make-up any missed classes.

All cohort participants must contact the CDA Specialist to be registered in the approved CDA courses. No additional enrollment forms or payment will be needed!

Approved CDA classes are the Level 1-3 child development courses as follows:

- Healthy Care
- Ages & Stages
- Learning in the Early Years
- A Great Place for Kids
- Strong and Smart
- Learning to Get Along
- Working Together
- Creating Good Child Care
- More than Babysitting
- Looking to Learn
- Advanced Child Development
- One additional course of your choice\*

*\*Speak with CDA Specialist for additional course options. Optional courses may be taken at no cost upon approval from the PD Specialist*

Included in the CDA Cohort at no charge:

<b>2024 CDA Cohort</b>
Up to 120 hours of training
CDA book - issued after completing 60 training hours
Portfolio materials
Ongoing support and assistance from the CDA Specialist to review provider's portfolio, reflective statements, and provide feedback
CDA Specialist must sign off on the participant's readiness prior to the Verification Visit
CDA cohort participants may apply for a scholarship to pay CDA application fees. Scholarship application can be found at: <a href="https://urpd.usu.edu/forms">https://urpd.usu.edu/forms</a>

<b>CDA Specialist</b>	Shanna Vasquez	shanna.vasquez@usu.edu 435-613-5297
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Utah Office of Child Care/Care About Childcare  
2023 CDA Cohort Participant Application

**Applicant Information:**

Last Name:	First Name and Middle Initial:	Telephone:
Address:	City:	Zip Code:
Email Address:	Date of Birth:	Start date with current program:
How many training hours have you completed towards a CDA (i.e. Career Ladder classes, CEU's, etc.)?	How many years have you worked in the early childhood field?	Level of Education: <input type="radio"/> High School or GED <input type="radio"/> Some College <input type="radio"/> Associate's Degree or higher Major:

**Program Information:**

Program Name:	Telephone:
Address:	City:
Director/Owner:	Is the program: <input type="radio"/> School-Based <input type="radio"/> Center-Based <input type="radio"/> Home-Based <input type="radio"/> Head-Start
Ages of children you work directly with:	
Applicant Position: <input type="radio"/> Lead Teacher/Caregiver <input type="radio"/> Asst. Teacher/Caregiver <input type="radio"/> Owner/Director	
Zip Code:	

**Agreement:**

In submitting this application, I acknowledge that: <ul style="list-style-type: none"> <li><input type="radio"/> I agree to complete all the training hours and other requirements, including a portfolio, and to apply for a CDA.                          -If I miss a scheduled class, I will be personally responsible to make up the class.</li> <li><input type="radio"/> I am aware that the entire process can take as little as 12 months to complete, however, individual participation will vary.</li> <li><input type="radio"/> Submission of this application does not guarantee earning a CDA. If I am selected to participate, Care About Childcare agrees to cover costs for Level I – III Career Ladder courses (optional courses upon approval), technical assistance, and program materials (upon approval).</li> <li><input type="radio"/> As long as I am working in a Utah, licensed childcare program, I may be eligible to apply for a CDA application scholarship. (Scholarships application can be found at <a href="https://urpd.usu.edu/forms">https://urpd.usu.edu/forms</a> )</li> </ul>	
Signature:	Date:





# Professional Development System Participant Code of Conduct for Career Ladder Approved Live Virtual Care About Childcare Courses

**Punctuality/Attendance:** I understand that my face must be visible in the virtual classroom by sharing my webcam at or before the time scheduled for class to begin in order to obtain Career Ladder credit for the class. I recognize that arriving at least five minutes early to ensure technology is working is helpful to prevent a delay in starting class on time. If I arrive after the time class is scheduled to begin, I may be able to use the time I was in attendance for other training credit, but I will have to repeat the full session to receive Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the instructor determines it is time to start. I understand that if I am not present during the entire class session, I will not receive Career Ladder credit for the session and will have to repeat the session in order to receive Career Ladder credit.

**Disruptive Behavior:** I recognize that expectations of appropriate attire and appropriate behavior in live, virtual courses mirror the expectations of in-person courses. I will be respectful to all personnel that support the Professional Development System including Care About Childcare (CAC) staff, Utah Registry for Professional Development (URPD) staff and Office of Child Care (OCC) staff. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will remain in a stationary location, will be respectful to the instructor and others in attendance during each class session, and will refrain from disruptive behavior. I will leave my microphone on mute when I am not speaking to prevent potential background noise from disrupting the class. During breaks I will mute my microphone and turn off my camera. I will attentively participate in class. I will not text message, engage in social media or make cell phone calls during class time. I will not allow food, drink or the presence of pets to become disruptive or distracting to the instructor or other class participants. I understand that consuming alcohol during the live, virtual course is prohibited.

**Illegal Activity/Health & Safety:** I understand that any illegal activity, including behavior that threatens the health or safety of the instructor or other participants before, during or after class will be cause for my immediate expulsion from class, and my privilege to participate in CAC courses and receive financial support and incentives from URPD may be permanently revoked. I understand that such behavior may be cause for intervention by law enforcement and/or other legal action. This includes using technology while operating a motor vehicle. I understand that I may be excluded from the virtual classroom if my condition prevents me from participating or is disruptive to the class environment.

**Children:** In order to ensure a productive adult learning environment and minimize distractions, I understand that children are not permitted to be in the same room while I participate in the live, virtual course. I understand that due to certain host agencies' regulations regarding breastfeeding, the instructor may make exceptions for mothers who need to quickly nurse during a course, as long as the infant is not disruptive.

**Class Roll:** I understand that in order to receive Career Ladder credit for each class session, it is my responsibility to keep my webcam on at all times that the class is in session, other than during breaks. I understand that failure to do so will result in my not receiving Career Ladder credit for the class session.

**Confidentiality:** I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence and not discuss it with family or friends outside of the classroom setting. Due to confidentiality these classes will not be recorded.

**Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify the host training agency a minimum of three days in advance that I am unable to attend a course for which I am registered, my registration fee may be able to be credited toward another CAC class. I understand that it is my responsibility to contact the host training agency to make these arrangements.

**Non-Compliance:** I understand that if the rules outlined within this Code of Conduct are not followed, a violation may be officially recorded with CAC and URPD. I will be allowed one officially recorded violation as a warning. I understand that upon the second such violation, I will be suspended from participation in CAC courses and receiving financial support and incentives from URPD for one year from the violation date. I understand that upon the third such violation or the first incident of illegal activity (including threatening or intimidating behavior), my privilege to participate in CAC courses and receive financial support and incentives from URPD may be permanently revoked.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Professional Development System Participant Code of Conduct for Career Ladder Approved Care About Childcare Courses

- 1. Punctuality/Attendance:** I understand that I must be in class at or before the time scheduled for class to begin in order to obtain credit for the class. If I arrive after the time class is scheduled to begin, I may be able to use the time I was in attendance for other training credit, but I will have to repeat the full session to receive Career Ladder credit for the course. This includes returning on time from breaks and lunch. Class will begin when the instructor determines it is time to start. I understand that if I am not present during the entire class session, I will not receive Career Ladder credit for the session and will have to repeat the session in order to receive credit.
- 2. Disruptive Behavior:** I will be respectful to all personnel that support the Professional Development System including Care About Childcare (CAC) staff, Utah Registry for Professional Development (URPD) staff and Office of Child Care (OCC) staff. I will not use obscene, profane, threatening, discriminatory, harassing or abusive language. During class, I will be respectful to the instructor and others in attendance during each class session. I will not engage in any conversation or behavior that is disruptive or disrespectful to the instructor or other participants in the class. I will attentively participate in class. I understand that I am required to turn my cell phone and/or other electronic devices off or turn them to vibrate during class time and limit use to educational purposes (e.g. taking notes or pictures of activities). I will not text message or make cell phone calls during class time. I will limit texts and calls to break time or before or after class. I will not engage in disruptive private conversations during class time. If I must bring food or drink to class, I will eat quietly and will not allow food or drink to become disruptive or distracting to the instructor or other class participants.
- 3. Illegal Activity/Health & Safety:** I understand that any illegal activity, including behavior that threatens the health or safety of the instructor or other participants before, during or after class will be cause for my immediate expulsion from class, and my privilege to participate in CAC courses and receive financial support and incentives from the Utah Registry for Professional Development URPD may be permanently revoked. I understand that such behavior may be cause for intervention by law enforcement and/or other legal action. I understand that I may be asked to leave a class if my condition prevents me from participating or is disruptive to the class environment.
- 4. Children:** In order to ensure a productive adult learning environment and minimize distractions, I will not bring children to class.
- 5. Class Roll:** I understand that in order to receive credit for each class session, it is my responsibility to sign my full legal name on the roll before class begins. I understand that failure to do so will result in my not receiving credit for the class session. I understand that I may not sign the roll for someone else.
- 6. Confidentiality:** I understand that confidentiality is extremely important. I understand that I must keep all names and other identifying information confidential when I am relating a story during class or asking for guidance regarding certain issues. I also understand that it is my responsibility to keep sensitive issues discussed during class in confidence and not discuss it with family or friends outside of the classroom setting.
- 7. Refunds:** I understand that class registration fees are non-refundable. I understand that if I notify the host training agency a minimum of three days in advance that I am unable to attend a course for which I am registered, my registration fee may be able to be credited toward another CAC class. I understand that it is my responsibility to contact the host training agency to make these arrangements.
- 8. Non-Compliance:** I understand that if the rules outlined within this Code of Conduct are not followed, a violation may be officially recorded with CAC and URPD. I will be allowed one officially recorded violation as a warning. I understand that upon the second such violation, I will be suspended from participation in CAC courses and receiving financial support and incentives from URPD for one year from the violation date. I understand that upon the third such violation or the first incident of illegal activity (including threatening or intimidating behavior), my privilege to participate in CAC courses and receive financial support and incentives from URPD may be permanently revoked.

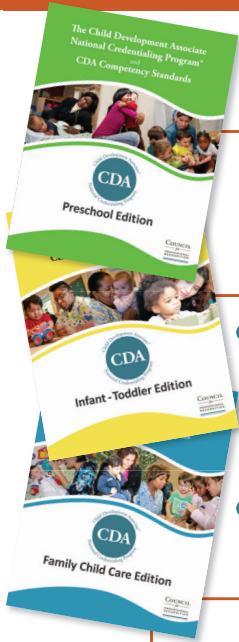
Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# CDA Credentialing Process Overview



<b>Step 1</b> <b>Anytime before application</b>	<b>Step 2</b> <b>Within three years before application</b>	<b>Step 3</b> <b>Within six months before application</b>
<ul style="list-style-type: none"> <li>● Minimum of high school diploma/GED or enrolled in a high school career and technical education program.*</li> <li>● 120 hours of education in 8 Subject Areas</li> </ul>	<ul style="list-style-type: none"> <li>● 480 hours of experience</li> </ul>	<ul style="list-style-type: none"> <li>● Professional Portfolio (PP) completed by Candidate</li> <li>● Family Questionnaires (FQ) gathered by Candidate</li> </ul>
<b>Step 4</b> <b>Application</b>	<b>Step 5</b> <b>Within 6 months of Council approval of completed application</b>	<b>Step 6</b> <b>After Verification Visit and CDA Exam</b>
<ul style="list-style-type: none"> <li>● Candidate sends to the Council:               <ul style="list-style-type: none"> <li>- Application</li> <li>- Fee</li> </ul> </li> <li>● Candidate receives approval that application is complete and fee has been processed</li> </ul>	<ul style="list-style-type: none"> <li>● Verification Visit conducted by CDA Professional Development Specialist (chosen by Candidate):               <ul style="list-style-type: none"> <li>- Review of PP, FQs, transcripts/Certificates</li> <li>- Observation</li> <li>- Reflective Dialogue</li> </ul> </li> <li>● Candidate takes CDA Exam at a local PearsonVUE testing center</li> </ul>	<ul style="list-style-type: none"> <li>● Professional Development Specialist sends Verification Visit scores to the Council online</li> <li>● Pearson VUE sends exam scores to the Council online</li> </ul>

\* Enrolled in a family and consumer sciences education program in the area of Early Childhood Education/Child Development

