



Application for Child Development Associate (CDA) Plus Course

**Episcopal Children's Services Regional Training Institute
8649 Baypine Road Bldg. 7 Ste. 300 Jacksonville, FL 32256**

Congratulations on your commitment to pursue your CDA!
Please fill out this application completely. The application must be received 3
weeks prior to start date and cannot be processed unless **all** items are
submitted.

**Email or mail completed application Page 2 & 3 and required
documents to:**

Daneshia Davis

8649 Baypine Road
Bldg. 7 Ste. 300
Jacksonville FL 32256
ddavis@ecs4kids.org

Please complete the entire form.

Applicant Information:

Name: _____

Home Mailing Address: _____

Phone: _____ Phone: _____

E-mail Address: _____

Date of Birth: _____

Current Employer (Center Name): _____

Name of Director/ Center Manager: _____

Your Current Position Title: _____ Age Group: _____

Work Address: _____

Work Phone: _____ Work County: _____

CDA Class Preference:

- Saturday (every other week) 9:00AM- 5:00PM
- Tuesday/Thursday (weekly) 6:30PM- 8:30PM
- Online (Self-Paced)
- Summer Fast Track
- Mentorship Program** (Candidates must have a minimum of 10 hours for each of the 8 Subject Areas required by The Council for Professional Recognition; Attach certificates)

Credential Type:

- Infant/ Toddler
- Preschool
- Family Child Care

Attach the Following Items to This Application:

- Department of Children and Families (DCF) Child Care Training Certificate showing proof of completion of 40 hours + 5-hour literacy.
- Copy of High School Diploma or GED or official high school transcript with graduation date
Note: Per the CDA Council, the Candidate must be able to read and write English well enough to fulfill the responsibilities of a CDA-Plus candidate.

Director Agreement

I attest that the above mentioned CDA Candidate has worked a minimum of 480 hours with the age group of children appropriate for the CDA Credential type in which they are seeking. I also understand the above-mentioned candidate will have to complete two additional online applications to complete this process. An online application for the TEACH Scholarship program at www.teach-fl.org in order to cover the \$425 application fee issued by the Council for Professional Recognition and The National CDA Application to be completed at www.cdacouncil.org and that I am required to complete this application with the candidate.

I also understand the candidate is required to submit a copy of their TEACH "Application Agreement" at the onset of class and a copy of the CDA Certificate once the CDA has been awarded to their CDA Instructor.

Director's Signature

Date

Candidate Agreement

I _____ agree the information given is true; if any changes occur, I will immediately notify all personnel and provide the correct information and/or documentation. By signing below, I understand that I am required to complete a T.E.A.C.H Scholarship Application at www.teach-fl.org to cover the cost of The Council for Professional Recognition's Application Fee of \$425 and that by applying; I am required to meet their expectations which may be separate from Episcopal Children's Services qualification requirements. In addition, I am making the commitment to submit a copy of the TEACH, "Application Agreement" to my CDA Instructor in order to receive a Competency Standards Guide from ECS. I also realize I am making the commitment to complete the entire CDA Initial application at www.cdacouncil.org and credentialing process by attending classes, building a Professional Portfolio, and completing a CDA Exam and Observation to the best of my ability. Finally, I agree to provide my CDA Instructor with a copy of my CDA Certificate if awarded. I understand I must download Microsoft Teams using the link provided in the ECS CDA Flyer to participate in virtual training with my instructor.

Candidate's Signature

Date

Frequently Asked Questions

Regarding First Time CDA

Q: How much does it cost to attend CDA 2.0 classes with Episcopal Children's Services?

A: There is no cost to attend the class for those in Baker, Bradford, Clay, Duval, Nassau, Putnam & St. Johns Counties, however, there is a \$35 application fee for those who wish to attend but work in a surrounding county.

Q: How do I apply for a scholarship for CDA 2.0?

A: You must work for a School Readiness program, complete an Early Learning Coalition Staff Credential Application or an Episcopal Children's Services Scholarship Application, and attach a high school diploma and a DCF Transcript. Scholarships are awarded while funding lasts.

Q: What materials will I need to bring to participate in Episcopal Children's Services CDA 2.0 training classes?

A: You will need the following:

- A one- or two-inch binder
- 9 dividers
- 30 page protectors
- 12 small mailing labels
- One black marker
- One medium-sized pack of post-it notes
- **Books are provided for candidates that have been awarded a CDA Scholarship.

Q: If I have an FCCP (CDAE), can I participate in Episcopal Children's Services training class and apply for a National CDA?

A: Yes! Please contact Danesha to find out more details.

Q: What items do I need in apply for a CDA scholarship with ECS or ELC?

A: A letter from your director on the center's letterhead stating you work for a School Readiness program and have worked at least 480 hours with children, a high school diploma, and a DCF Transcript.

Q: I earned my National CDA in Florida, but I am moving to Georgia. Can I use my CDA there?

A: Yes. The National CDA is recognizable in the United States, including Hawaii and Puerto Rico!!!

Q: Once I complete the CDA 2.0 training with Episcopal Children's Services, will my instructor issue my CDA?

A: No, to earn your National CDA you must:

- Develop a professional portfolio.
- Apply for your National CDA with The Council for Professional Recognition.
- Select a PD Specialist.
- Receive a "Ready to Schedule" notice from The Council for Professional Recognition.
- Schedule your CDA Exam.
- Schedule your Verification Visit.
- Apply for a CDA Scholarship or make payment to The Council for Professional Recognition in the amount of \$425.
- Once all requirements have been submitted, The Council for Professional Recognition will determine if the candidate has successfully earned a National CDA. An email will be sent to the candidate explaining The Council's decision.

Regarding CDA Renewal

Q: My CDA is expired or about to expire, does ECS pay for the cost of renewals?

A. ECS does not assume the cost for renewals and does not cover the cost of CDA if your CDA has expired. All candidates are encouraged to use the TEACH Scholarship Program to cover the cost of renewal. Candidates can apply online at www.teach-fl.org

Q. I have a CDA, but I would like to earn a second CDA credential. Will ECS Pay for my second credential?

A. ECS awards one CDA Scholarship per lifetime. All candidates are encouraged to use the TEACH Scholarship Program to cover the cost of a second CDA credential. Candidates can apply online at www.teach-fl.org

Q. When should I apply for a CDA Scholarship?

A. Candidates may apply for an ECS CDA Scholarship between July 1st to May 31st. Any applications received after the May 31st deadline will be added to next term beginning after July 1st.

Q. What are the renewal requirements for a CDA?

A. CDA Candidates should begin the renewal process at least six months prior to the credential's expiration date. Candidates should do the following:

- view CDA Renewal guidelines at https://www.cdacouncil.org/wp-content/uploads/2022/05/CDA-Renewal-Guide_final_May2022.pdf or www.cdacouncil.org
- Apply for the TEACH Scholarship Program at www.teach-fl.org
- Select an approved ECE Reviewer approved by the Council for Professional Recognition. Candidates must be sure to get the correct spelling of their Reviewers name and email address.
- Apply for CDA Renewal at www.cdacouncil.org
- Provide proof of at least 45 in-service training hour or 4.5 CEU's or 1 College course in ECE within the last three years.
- Have a current First Aid CPR Card
- Become a member of a National Early Childhood Organization. PLEASE NOTE: High scope issues FREE Memberships to EC Educators. You can apply at: <https://highscope.org/membership/>