CDA PREPARATION PROGRAM APPLICATION

Congratulations on your commitment to pursuing your CDA!

Email completed application and required documents to:

Christine McAlpin

Christine.McAlpin@ecs4kids.org

This application must be received 2 weeks prior to the start date of class and cannot be processed unless all items are submitted. Please complete the entire application.

PERSONAL INFORMATION

Name: _____ **Date of Birth:** _____

Home Mailing Address: _____
_____

Phone: _____ **Email Address:** _____

Class Preference: ○ **English** ○ **Spanish**

EMPLOYMENT INFORMATION

Current Employer (Center Name): _____

Director/Center Manager Name: _____

Director's Email: _____

Your Current Position Title: _____

Age Group: _____

Work Address: _____
_____

Work Phone: _____ **Work County:** _____

CDA CLASS PREFERENCE

SYNCHRONOUS PROGRAM

Outcomes:

- Participants will earn 120 training hours required by The Council for Professional Recognition.
- Participants will explore strategies for effectively managing a high-quality preschool classroom that fosters confident, capable learners.
- Participants will receive onsite support aligned with the CDA Competency Standards & Subject Areas.

Class Options (Check One):

Fall Semester- 10 Weeks

- ○ Virtual Offering: Monday & Wednesday 6:30PM- 8:30PM via Microsoft TEAMS
- ○ Hybrid Offering: Tuesday (in-person) & Thursday (Microsoft TEAMS) from 6:30PM- 8:30PM

Spring Semester- 10 Weeks

- ○ Virtual Offering: Monday & Wednesday 6:30PM- 8:30PM via Microsoft TEAMS
- ○ Hybrid Offering: Tuesday (in-person) & Thursday (Microsoft TEAMS) from 6:30PM- 8:30PM

Summer Fast Track Semester- 6 Weeks

- ○ Virtual Offering: Monday & Wednesday 6:30PM- 8:30PM via Microsoft TEAMS
- ○ Hybrid Offering: Tuesday (in-person) & Thursday (Microsoft TEAMS) from 6:30PM- 8:30PM

Online Option- Smart Horizons

- ○ Online Option through Smart Horizons with ELC of North Florida Scholarship
  Baker, Bradford, Clay, Nassau, Putnam, St. Johns Counties only

GED Program

- ○ ECS4kids in conjunction with North Florida Literacy Alliance – referrals@literacyallnefl.org

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ACCELERATED PROGRAM

Outcomes:

- The accelerated program is designed for those in childcare who have either had a CDA that has expired or taken several training courses but may not have earned any formal credential.
- Participants will explore strategies for effectively managing a high-quality preschool classroom that fosters confident, capable learners.
- Participants will receive onsite support aligned with the CDA Competency Standards & Subject Areas.

Class Options (check if the first outcome applies to you):

- ○ Ongoing during the program year, please complete the application & the course instructor will be in touch!

ATTACH THE FOLLOWING ITEMS TO THIS APPLICATION:

1. DCF Child Care Training Certificates or Transcript showing proof of completion of 40 hours + 5-hour literacy.
2. Copy of High School Diploma, GED, or official high school transcript with graduation date.
3. For Accelerated Program Only: Candidates must have a minimum of 10 hours for each of the 8 Subject Areas required by The Council for Professional Recognition; attach certificates.

DIRECTOR'S 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. Specific to the Birth-Five Credential, candidates need to work 160 hours in each sub-age group. 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 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 and that by applying; I am required to meet their expectations which may be separated 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 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**
