



*We are your partner for the **Child Development Associate (CDA) Credential™***

The CDA is the most recognized professional development benchmark for family child care providers, center-based or school setting staff. The CDA is administered by the Council for Professional Recognition and award the CDA Credential to students that complete the program.

What are the qualifications?

Individuals who earn the credential must:

- Be 18 or older,
- Hold a high school diploma or equivalent,
- Have 480 hours of experience working with children over the past 5 years,
- Complete 120 hours of education in specific topic areas (CDA applies).

How we can help you!

Our comprehensive CDA program offers many advantages:

- Classwork with credentialed professionals who meet your style of learning,
- Assistance with seeking financial support and completing applications,
- Workbook, materials, and classwork to help you complete your portfolio,
- One-on-one personal assistance and support to help you become successful!

When is the next session and how can I get started?

Our **CDA** session will start on Tuesday, July 11th and end on Thursday, November 30th of 2017.

Classes are held at Child Care Solutions on 6724 Thompson Road in Syracuse from 6:00 – 9:00 pm on Tuesday & Thursday sessions and 8:30 – 2:30 pm on Saturday sessions.

Important Dates to Remember!

- Registration form and \$50 non-refundable registration fee must be received by July 5th
- Payment for this course must be secured by August 8th

*see details and instructions on back



Our CDA program is a very popular program and sometimes more people apply than we have room for. To make sure you have everything in order to attend the program follow these easy steps:

1. Review the information about fees and funding possibilities and make a plan to cover the cost of your CDA course.
2. Send us the completed Registration Form with your **\$50 non-refundable registration fee**.
3. Scholarship funding to participate in this training may be available through the Educational Incentive Program (EIP). For more information or to apply go to <https://www.ecetp.pdp.albany.edu/eip.shtm>.
 - a. Follow up with your EIP application within 2 weeks after applying to check your status. This can be done online or by calling PDP at (800) 295-9616.
 - b. EIP Award Notifications will be mailed to your home address. As soon as you receive these you must sign and date them and submit to Child Care Solutions as your payment obligation.
4. If you find you are not eligible for EIP funding, please contact our office for information on qualifying for partial scholarship that may be available through the Gretchen Kinnell Scholarship fund.
5. All students will be placed on a payment plan that must be followed until we have received confirmation of how course will be paid. Confirmation is in the form of a signed EIP Award or letter of confirmation from another source. Once this has been received the payment plan will be voided.

These steps must be completed before we can officially register you for this course. If you have questions or need assistance, please call **Kristi Cusa** at (315) 446-1220 ext. 309 or by e-mail at

kristic@childcaresolutionscny.org

For EIP applicants: If you are applying for an EIP Award for the first time you will be required to create a username and password. Your username will be your e-mail address and your password must have a combination of letters, numbers, and symbols. After creating your password, you will need to save it in a secure place so you can use it to check your award status.

Here are documents you will need in hand before you begin to apply for your EIP Award:

- Day Care Center Staff – will need the Centers License number and expiration date
- Group/Family Child Care Providers – will need a copy of their Registration/License
- Day Care Center Staff & Group/Family Child Care Providers – will need a recent paystub to verify employment
- All Modalities – will need a copy of their 2015 Federal tax return to verify adjusted gross income and exemptions

Apply for your EIP Award using the following information:

Training Organization:	Child Care Solutions
Name of Trainer:	Kristi Cusa
Start Date:	July 11, 2017
End Date:	November 30, 2017
Number of Training Hours:	90 hours
Cost:	\$1,500



Registration Form for CDA Course July 11 – November 30, 2017

Name _____

Home Address _____

Home phone _____ Cell phone _____

City _____ Zip Code _____

Email Address _____

What is the best way to reach you during the day? WORK HOME CELL EMAIL

(CIRCLE ALL THAT APPLY)

Are you currently caring for children in a home or center based program? YES NO

What type of care? (CIRCLE ONE)

CHILD CARE PRESCHOOL CHILD CARE INFANT/TODDLER FAMILY/GROUP FAMILY CHILD CARE

EARLY HEAD START HEAD START OTHER _____

Program Name _____

Address _____ Phone _____

What is your highest education completed? _____

***Required* - Check all that apply:**

- ☐ I have read and signed the financial statement on the back of this form.
- ☐ I have filed for an EIP Award on _____ and I am eligible for **full** scholarship.
- ☐ I have filed for an EIP Award on _____ and I am eligible for **partial** scholarship.
- ☐ My employer (listed above) will be contributing \$_____ toward my CDA fee.
- ☐ I need to set up a payment plan for what I owe towards my CDA course fees.
- ☐ I would like a phone call for assistance with **EIP filing** or to discuss qualifications for the **GK Scholarship**. (circle assistance needed)

Mail completed Registration form and \$50
non-refundable registration fee to:

Child Care Solutions
6724 Thompson Road
Syracuse NY 13211

OFFICE USE ONLY:

Date rec. _____ Amt _____

CHARGE CHECK CASH Rec # _____

Understanding the Financial Responsibility of your CDA Course

We want to ensure that all participants in our CDA Courses are aware and accept their financial responsibilities for this course. The CDA credential is a personal credential that belongs to the participant and not the program they are in. The scholarships associated with this course are also personal scholarships and are awarded to you and not your program. This means that the responsibility to pay any remaining balance is yours.

Please read the following statements carefully then sign and date the form.

I understand that the cost of this CDA course I am enrolling in is \$1,500.00. I understand that any awards or scholarships I receive will be applied to this fee and that I will be responsible to pay any balance that remains.

I understand that if I receive an EIP Award and/or the GK Scholarship and do not complete the course, I am responsible to repay the amount of the award/scholarship I received.

I understand that if I drop or withdraw from the CDA course any time prior to the start of the course, that I will receive a 100% refund of my \$50 registration fee or any fees paid towards this course.

I understand that if I drop or withdraw from the CDA course after the third session I will receive no refund for fees paid towards this course.

If I feel there are extenuating circumstances that caused me to withdraw from the course I may appeal for consideration of a refund by contacting the Executive Director of Child Care Solutions.

I understand that I will receive, and sign off on, a payment agreement to pay the balance I owe for my CDA Course if I have not specified or confirmed how this course will be paid for by September 1, 2016. In addition, I understand that if payments are not made as set up in my payment agreement plan, I may not be allowed to continue in the course, and that I will also not receive credit hours for completion of any CDA classes taken.

Name – Please Print

Date

Signature

Child Care Solutions Representative

COURSE NAME:**HRS:****INSTRUCTOR:****SESSIONS:****DAYS / TIMES:**

CDA
120 = 90 hrs + 30 hrs specialized trng
Kristi Cusa
29
Weekdays 6:00-9:00pm & Sat 8:30-2:30pm

CLASS NAME:**DATE OCCURRING:**

Day of Week	Dates of Classes
Tuesday	7/11/2017
Tuesday	7/18/2017
Tuesday	7/25/2017
Tuesday	8/1/2017
Tuesday	8/8/2017
Tuesday	8/15/2017
Tuesday	8/22/2017
Tuesday	8/29/2017
Tuesday	9/12/2017
Tuesday	9/19/2017
Tuesday	9/26/2017
Saturday (6 hr)	9/30/2017
Tuesday	10/3/2017
Thursday	10/5/2017
Tuesday	10/10/2017
Thursday	10/12/2017
Tuesday	10/17/2017
Thursday	10/19/2017
Tuesday	10/24/2017
Thursday	10/26/2017
Tuesday	10/31/2017
Thursday	11/2/2017
Tuesday	11/7/2017
Thursday	11/9/2017
Tuesday	11/14/2017
Thursday	11/16/2017
Tuesday	11/21/2017
Tuesday	11/28/2017
Thursday	11/30/2017

28 classes @ 3 hrs & 1 class @ 6 hrs = 90 total hrs

The remaining 30 hrs will be done as Independent Study Project assigned by instructor.