



CDA PROGRAM

CLASS ENROLLMENT ELIGIBILITY GUIDELINES &

NEW APPLICATION & RENEWAL APPLICATION PROCEDURES

I. CDA Class Enrollment Eligibility & Guidelines:

- A. Must be employed by Head Start in permanent status, and in good standing with no disciplinary actions.
- B. Must not currently have a CDA, or be actively enrolled in another CDA program.
- C. Must not currently have a bachelor's or associate's degree in Early Childhood Education.
- D. Must currently be in a Teacher or Special Services Assistant position.
- E. Any teacher with only a high school diploma or GED who is hired to work with Preschool-aged children must complete a Preschool CDA program and secure their Preschool certification within 24 months (2 years) of their hire date. They will be eligible to enroll in the first available class after hire.
- F. If any teacher is hired with a CDA credential that is not specific to the age group they are hired for they will need to obtain the CDA credential for that age group according to the eligibility and guidelines aforementioned.
- G. Any teacher who is transferred to work with an age-group other than the age-group their current CDA is designated for will be required to secured an additional CDA for the new age-group.

Process:

- A. The Staff Development Department will conduct an education audit and make recommendations of employees who should be enrolled in the program. Those staff members will be notified and asked to complete the CDA & AA Tuition Assistance Form in the database, if they have not done so already.
- B. The Human Resources Coordinator will also provide names of staff members hired for preschool classrooms that do not have a CDA and need to obtain the credential. Staff Development will reach out to those new hires and provide them with instructions for completing the CDA & AA Tuition Assistance form.
- C. The Staff Development Department will add staff members to a waiting list and enroll them in the next class cohort after receiving their tuition assistance form. Start dates and other relevant information regarding the class will be provided to staff members who are enrolled via email when that information is available.
- D. If staff members are enrolled in and start a face-to-face, evening CDA class, they will be given credit for class hours on their time card each week. Staff Development will enter the CDA class time.
- E. If staff member are enrolled in and start an online CDA class, the agency will provide a specific amount of time to work on CDA class work during the workday for those attending and online CDA program.
- F. Supervisors will schedule and discuss with staff members the time allotted to work on CDA class work during the day for those attending an online CDA program.

Responsibilities:

- A. Employee and/or Education Specialist must notify Staff Development immediately if they will not be able to begin the CDA class after being enrolled. Employee may be responsible for repaying their tuition if proper notification is not made.
- B. Employee and/or Education Specialist is responsible for notifying Staff Development if the employee cannot continue CDA class after starting. Employee may be responsible for their tuition if they drop from the class.
- C. Employee is responsible for ensuring they sign in to the CDA class whether on-time or late. If an employee is not marked present for any class, Staff Development will not enter class hours on their time card for that day.
- D. Employees should make an effort to attend all class sessions of the CDA program. No more than 2 classes should be missed.
- E. Employees are to notify their class instructor if they will be late or absent.
- F. CDA program staff will submit an attendance log to Staff Development the next business day. Staff Development will enter class attendance time for each Head Start/Early Head Start employee enrolled in the CDA program. This time will be entered before the payroll cut-off time for the pay period. No one, other than the Staff Development Department should enter CDA class training hours, unless authorized to do so in the event the Staff Development Department is not available to do so before the payroll cut-off time.
- G. The Staff Development Department is not responsible for missing punches or any other time card issues related to the

- CDA class day. It is the employee's responsibility to monitor their time cards. **CDA class hours will not be entered if there is a missing punch on the day of class attendance, until this is corrected.** Employee must notify Staff Development when the correction has been made.
- H. Employees who are out under FMLA, suspended, or out for vacation are not eligible to receive training hours during this time period and should not attend class.
 - I. Employees who are separated from the agency through termination of employment or resigning before completing the CDA program, are no longer eligible for the education benefits and must discontinue attending classes immediately. These employees will be required to repay the agency for their class tuition. This repayment will automatically deducted from their paycheck.
 - J. Staff members are expected to complete all aspects of the course successfully and start the application process through the CDA Council immediately upon completing the course.
 - K. It is the staff member's responsibility to notify the Staff Development department via email when they have completed the application with all required documents and are ready for a payment voucher and provide them with their candidate/customer ID number.
 - L. The Staff Development department will issue a voucher for application payment and email staff member to let them know they can proceed with submitting their application.

- M. Staff members must keep the Staff Development department updated with their application status and the scheduling of their observation visit, exam date, and exam results.
- N. Once staff member receives their official CDA certificate, they must provide a copy to their supervisor and Staff Development. They must also submit the Request For Pay Increase form to Human Resources and attach a copy of their certificate.

II. New Application & Renewal Application Procedures:

- A. Staff members will create an online account/profile with the CDA Council at www.cdacouncil.org for the purpose of starting their new application and submitting required documents, as well as completing their renewal application when their expiration date is approaching. The Staff Development department no longer submits paper applications. The council prefers online applications.
- B. Staff members are responsible for providing their CDA Council online account candidate/customer ID number and their level of certification (Pre-K or Infant/Toddler) to the Staff Development department once they reach the payment section of the application. This information must be emailed to staffdevelopment@hsgd.org. **Payment will not be made for your new application or renewal if this information is not received. It is the staff member's responsibility to ensure the Staff Development department receives this information and knows a voucher is needed.**
- C. All employees who are renewing their CDA credential must start the renewal process 30 days prior to their renewal date to avoid

allowing their renewal to expire. CDA credential holders can start the renewal process 6 months in advance of their expiration date if they choose to. **If the employee allows their CDA to expire, the agency will not pay the application fee and the employee must pay it on their own.** The regular renewal fee is \$125.00. If a CDA credential expires, the candidate must submit an application as a new candidate and that fee is \$425.00. The Director of HR will be notified of staff members who have an expired CDA and are out of compliance.

- D. Once the staff member receives their new CDA certificate, they need to submit a copy of it to the HR Coordinator, along with the Request For Pay Increase form. **Copies of renewal certificates are not submitted to the HR Coordinator, only new certificates.**
- E. Staff members who have renewed their CDA credential must submit a copy to their supervisor, **and** one to the Staff Development department at staffdevelopment@hsgd.org.
- F. **When a staff member renews their certification, supervisors must update staff members' expiration dates in HRIS immediately once their renewal certificate is received. Not doing so could cause the staff member to be erroneously flagged as non-compliant when CDA credential reports are generated.**

It is the agency's discretion and right to terminate any staff member who is required to have a CDA if they fail to secure the credential or if they allow it to expire.

For questions about the CDA program eligibility, guidelines, or protocol, please contact the Staff Development department.