



EDUCATIONAL FIRST STEPS (CDA PROGRAM)

ELIGIBILITY GUIDELINES & PROCEDURES

Eligibility:

- A. Must be employed by Head Start for minimum of 90 days, in permanent status, and in good standing with no disciplinary actions.
- B. Must not currently have a CDA, even if expired, or be actively enrolled in another CDA program.
- C. Must currently be in a Teaching or Special Services Assistant position.

Process:

- A. Employee must inform their Education Specialist and/or Site Manager that they are interested in participating in the program. Upon approval from Education Specialist and/or Site Manager, the Staff Development Department will be notified by the Education Specialist and/or Site Manager of the employee(s), who they are recommending to be enrolled in the EFS Program. This notification will be via a CDA Training Request Form that can be found on the Share drive. This form must be faxed or emailed to the Staff Development Department. As an alternative, a Teacher's Education Specialist may make the request via email.
- B. The Staff Development Department may also conduct an education audit and make recommendations of employees who should be enrolled in the program.

- C. The Staff Development Department will review all requests and notify the employee and Education Specialist and/or Site Manager of their acceptance or denial for the upcoming class.
- D. Priority will be given to those teachers who have never achieved a CDA credential and are approaching or have exceeded the 2-year (HS) or 18 months (EHS) time limit for achieving it. Others will be considered if there is space available in the class after those with priority have been enrolled.
- E. Employees, other than those with priority, will be selected in alphabetical order by last name, and in line with seniority.

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 selected.
- B. Employee and/or Education Specialist is responsible for notifying Staff Development if the employee cannot continue CDA class after starting.
- C. Employee is responsible for ensuring they sign in to the CDA class once they arrive, whether on-time or late. If an employee is not marked present for any class, Staff Development will not enter class time for them for that day.
- D. Employees should make an effort to attend all 20 class sessions of the CDA program.
- E. Employees need to notify their class instructor if they will be late or absent.
- F. Educational First Steps staff will submit an attendance log to Staff Development the next business day.

- G. Staff Development will enter and correct ONLY class attendance time for each employee enrolled in the CDA program. We are not responsible for missing punches or any other time card issues related to the CDA class day. This time will be entered within the payroll cut-off time for the pay period. Time 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 are responsible for checking their time cards weekly to ensure it is accurate. Any discrepancies other than the time entered for attending the CDA class should be discussed with their supervisor.