



**Head Start**  
of **GREATER DALLAS**  
Teaching Children & Building Families

## **CDA PROGRAM REGISTRATION**

### **ELIGIBILITY GUIDELINES & PROCEDURES**

#### **Eligibility:**

- A. Must be employed by Head Start for minimum of 90 days.
- 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.
- B. The employee will then complete the College Course Request Form. This form is located in the HSEIS system in the E-Forms folder. Select Staff Development when the folder opens and choose the College Course Request Form. Click “N” at the top of the page to open and new form. Complete the top section for the CDA class only. Answer all questions, fill in all blanks and submit.
- C. The Staff Development Department may also conduct an education audit and make recommendations of employees who should be enrolled in the program.
- D. The Staff Development Department will review all requests received and notify the employee and Education Specialist and/or Site Manager of their acceptance or denial for the upcoming class.
- E. Priority will be given to those teachers who have never achieved a CDA credential and are approaching the 2-year time limit for

achieving it. Others will be considered if there is space available in the class after those with priority have been enrolled.

- F. 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. Employees are responsible for clocking out each day at their centers before they leave for their CDA class session.
- H. 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.

- I. 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.