



# Early Childhood and Out of School Learning Professional Development Opportunities

**October, November, and December 2018**

The mission of Child Care Answers is to ensure that the children of today and tomorrow are cared for in a professional and nurturing manner and that parents, child care providers and community leaders know the importance of their roles in the development of children.

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**Office Hours:**  
Monday-Friday  
8am - 5pm

## Office Closings

**November 22-23**  
Thanksgiving

**December 25**  
Christmas

## Fall Conferences

Indiana AEYC regional chapters offer a great opportunity to network with other child care professionals and gain professional development. Check out their website at [iaeyc.org](http://iaeyc.org) for more details on events and conferences in your area.

## ZERO TO THREE: Critical Competencies Series

The ZERO TO THREE Critical Competencies help teachers build knowledge and the skills they need to intentionally support our youngest learners. We are proud to partner with ZERO TO THREE in 2018-19 to offer ten professional development sessions on Social-Emotional, Cognitive Development, and Language & Literacy topics. See page 5 for more details!

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# Guest Presenters and Special Trainings

Request to register at our online form at [bit.ly/CCAtaining](http://bit.ly/CCAtaining) or call our office at (800) 272-2937.

Child Care Answers is honored to host presenters from within our community. These presenters are experts in their field and offer trainings that engage and delight child care providers and educators in unique and challenging ways. Please note that some of these trainings charge fees.

## Autism: What Next?

**Description:** The increase in autism has an impact on nearly everyone in the educational system. Join our partners from the Applied Behavior Center for Autism for this two-hour session. We will review how autism is formally diagnosed, as well as myths associated with a diagnosis of autism. Learn how to utilize the principles of Applied Behavior Analysis (ABA) to increase appropriate behaviors and manage challenging ones.



**Session Date/Location:**  
October 11, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA01 – 2.0hrs

## LGBTQ+ Cultural Competency

**Description:** Presented by our friends at Indiana Youth Group (IYG, come get the latest best practices in working with LGBTQ+ youth and adults, same-sex couples, and same-sex parents. Learn how to balance your own moral, cultural, and religious beliefs with your professionalism through interactive scenarios and situations. Understand how to work LGBTQ+ youth and adults and direct implications to apply to your professional role.



**Session Date/Location:**  
November 8, 6:30pm – 8:30pm (Indianapolis)

**Fee:** \$10\*\* Call Janice at 317.636.5727 and have your credit card ready. Online registration will not secure your spot.

**CDA Content:** CDA01 – 1.0hr, CDA05 – 1.0 hr

## Playing with Paint: Art with a Heart

**Description:** Join the staff of Art With a Heart to explore a variety of ways to incorporate paint play into your learning environment. The session will include material management strategies and curriculum integration ideas. Dress for mess.



**Session Date/Location:**  
November 29, 6:30pm - 8:30pm (Indianapolis)

**CDA Content:** CDA02 – 2.0hrs

## Type 1 Diabetes: What it is and how to care for a child with Type 1

**Description:** Type 1 diabetes is a chronic, autoimmune disease in which a person's pancreas stops producing insulin, a hormone needed to regulate blood sugar. This stop in production occurs when the body's immune system attacks and destroys insulin-producing cells in the pancreas. Taria Butler is a mom of a type 1 child, a licensed school counselor and an advocate for children and families with type 1. She will further define what type 1 diabetes is, the warning signs to look for and how to recognize hyper- and hypoglycemia. Taria will also discuss the daily needs of a type 1 child and how to care for a type 1 child in a child care setting. You will learn the importance of carb counting, blood sugar readings and the many things that can affect blood sugar levels.

**Session Date/Location:**  
December 5, 6:30pm - 8:30pm (Indianapolis)

**CDA Content:** CDA01 – 2.0hrs

# Road to Success for New Child Care Programs

Request to register at our online form at [bit.ly/CCAtaining](http://bit.ly/CCAtaining) or call our office at (800) 272-2937.

You know one thing – you have a passion for children and want to make a career of it. We're here to give you the tools to determine your path and understand what it takes to create a successful child care business.

## Orientation I

Get help with your decision on the environment in which you will provide care: home, center, or ministry. We'll provide resources on health, safety, and business practices.

October 3, 6:15pm - 8:15pm (Indianapolis)  
November 7, 6:15pm - 8:15pm (Indianapolis)

Online recorded sessions are also available at [iaccrr.org](http://iaccrr.org).

## Orientation II

Get an overview of the steps required to provide licensed child care. You will leave with a checklist and the necessary paperwork to license your program.

See below for specific dates based on your decision to become:

- A family child care home provider;
- A child care center provider; or
- A registered unlicensed ministry provider.

## Marketing for Child Care Programs

Explore how to boost and maintain enrollment by using available external and internal marketing resources. Build skills to articulate your program's features and benefits in marketing. Uncover how to use data to be cost-effective and efficient and to improve the bottom line.

## Strengthening Fiscal Management for Child Care Programs

### Budget Planning

Learn the budget-building process and how to use a budget to inform decisions through the rest of the fiscal year. Activities apply how to project business costs and plan for sustainability.

### Financial Reports

Get an introduction to reading financial reports to help you better manage your program's finances. Learn to use internal controls to strengthen and protect your program's financial health.

## Recruiting & Retaining Talented Staff in Center-Based Child Care Programs

First, we focus on interviewing and hiring new employees. Then we develop a framework for an effective staff orientation plan and outline components of a staff handbook. We'll also discuss strategies for providing meaningful feedback.



### Family Child Care Homes

After completing Orientation 1, register for courses in the following tracks with Michelle. All courses are in Indianapolis:

#### Series 1

##### Orientation II:

October 10, 6-9pm

##### Marketing for Child Care Programs:

October 17, 6-9pm

##### Budget Planning:

October 20, 9-11am

##### Financial Reports:

October 20, 11am-1pm

#### Series 2

##### Orientation II:

November 14, 6-9pm

##### Marketing for Child Care Programs:

November 28, 6-9pm

##### Budget Planning:

December 15, 9-11am

##### Financial Reports:

December 15, 11am-1pm



### Centers and Ministries

#### Orientation II

Complete through the Office of Early Childhood and Out-of-School Learning, View dates at [in.gov/fssa/carefinder/3064.htm](http://in.gov/fssa/carefinder/3064.htm).

Carrie leads the following series, all in Indianapolis.

**Budget Planning:** October 13, 9-11am

**Financial Reports:** October 13, 11:30am-1:30pm

**Marketing for Child Care Programs:**  
November 17, 9am-12pm

**Recruiting and Retaining Talented Staff in Child Care Programs:**  
December 15, 9am-12pm



## Infant-Toddler Face-to-Face Trainings

Register online at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call (800) 272-2937.

Lauren George & Katherine Darby  
Infant/Toddler Specialists  
[laureng@childcareanswers.com](mailto:laureng@childcareanswers.com)  
[katherinec@childcareanswers.com](mailto:katherinec@childcareanswers.com)

Brittany Flaucher  
Infant/Toddler Coach  
[brittanyf@childcareanswers.com](mailto:brittanyf@childcareanswers.com)

### Safe Sleeping Practices and Reducing the Risk of SIDS in Child Care

**Description:** Increase your understanding of a safe sleeping environment for infants, newborn to 12 months of age. Focus will be on creating a safe and healthy sleeping area and risk reduction strategies for Sudden Infant Death Syndrome (SIDS) and accidental death prevention. This training is a pre-service requirement that satisfies Public Law 162-205 for home licensure, as well as Provider Eligibility Standards Certified home providers (CCDF Voucher). Child care providers from all settings are encouraged to attend.

#### Session Dates/Locations:

##### *Columbus*

November 26, 6:30pm – 9:00pm

##### *Fishers*

October 18, 6:30pm – 9:00pm

December 5, 6:30pm – 9:00pm

##### *Greenwood*

October 2, 6:30pm – 9:00pm

##### *Indianapolis*

October 16, 6:30pm – 9:00pm

October 23, 6:30pm – 9:00pm

October 27, 9:00am – 11:30am

October 29, 9:00am – 11:30am

November 15, 6:30pm – 9:00pm

November 19, 9:00am – 11:30am

November 28, 6:30pm – 9:00pm

December 10, 6:30pm – 9:00pm

December 18, 6:30pm – 9:00pm

**CDA Content:** CDA01 – 2.5hrs

## Partner Spotlight: *ZERO TO THREE*



ZERO TO THREE is a professional organization that plays a key role in ensuring that babies and toddlers get a strong start in life by supporting:

- **Parents** with practical resources that help them connect more positively, deeply and continuously with their babies
- **Professionals** with knowledge and tools that help them support healthy early development
- **Policymakers** in advancing comprehensive and coherent policies which support and strengthen families, caregivers and infant toddler professionals

Early childhood and child care professionals who are members of ZERO TO THREE have a wealth of great resources at their fingertips, including webinars, articles, and journals. If you're interested in joining or learning more, check out [zerotothree.org/membership](http://zerotothree.org/membership).

We are also honored to partner with ZERO TO THREE to present their Critical Competencies curriculum this quarter and throughout most of 2019. See opportunities at right to register for October, November, and December sessions. Also get a sneak peek of the topics that we'll be offering next year.

Are you needing to renew your Infant/Toddler CDA Credential in the next 12 months? If so, the Critical Competencies offer 45 hours of training which can be used for this purpose.



# Infant-Toddler Face-to-Face Trainings

Register online at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call (800) 272-2937.

Lauren George & Katherine Darby  
Infant/Toddler Specialists  
laureng@childcareanswers.com  
katherinec@childcareanswers.com

Brittany Flaucher  
Infant/Toddler Coach  
brittanlyf@childcareanswers.com

## ZERO TO THREE Critical Competencies

The ZERO TO THREE Critical Competencies help teachers build knowledge and the skills they need to intentionally support our youngest learners. Through teaching methods and strategies that nurture young children’s social-emotional, cognitive, and language & literacy development and learning, you build essential skills that help our youngest children thrive now and succeed in the future. We will offer this series throughout the end of 2018 and into 2019. See below to register for this quarter’s sessions, or plan ahead for the future:

**Winter 2019:** Continued Social-Emotional topics including *Socialization, Guiding Behaviors, and Identity & Belonging.*

**Spring and Summer 2019:** Cognitive Development topics including:

- *Facilitating Exploration*
- *Concept Development*
- *Building Meaningful Curriculum*
- *Promoting Imitation, Symbolic Representation, and Play*
- *Supporting Reasoning*
- *Problem Solving*

**Fall 2019:** Language and Literacy offered as a full-day session at *Readers Into Leaders 2019.*

### Building Warm, Positive, and Nurturing Relationships

**Description:** Social-emotional development is the foundation for all areas of childhood development and learning. For infants and toddlers, healthy social-emotional development begins with warm, positive, and nurturing relationships. Join us for a dive into the first session of the ZERO TO THREE Social-Emotional Module for Infants and Toddlers.

**Session Date/Location:**

October 23, 6:00pm – 9:00pm (Indianapolis)

**CDA Content:** CDA03 – 3.0hrs

### Providing Consistent and Responsive Caregiving

**Description:** Infant-toddler caregivers aim to be consistently sensitive to children’s bids for attention and respond to children in ways that meet their emotional, intellectual, and physical needs. This teaches children to trust that when they need help they can count on others to respond. Learn how to respond to the cues children send you throughout the day.

**Session Date/Location:**

November 20, 6:00–9:00pm (Indianapolis)

**CDA Content:** CDA03 – 3.0hrs

### Supporting Emotional Expression and Regulation

**Description:** The ability to self-regulate both cognitive processes and emotional expression are important for learning and academic achievement, affecting children’s thinking, motivation, self-control, and social interactions. Learn how to support the development of self-regulation in young children.

**Session Date/Location:**

December 18, 6:00pm – 9:00pm (Indianapolis)

**CDA Content:** CDA03 – 3.0hrs



## Preschool / Pre-K Face-to-Face Trainings

Request to register at our online form at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call our office at (800) 272-2937.

Vicki Lehman  
Professional Development Specialist  
[victorial@childcareanswers.com](mailto:victorial@childcareanswers.com)

### Let's Give Children What They Need: Developmentally Appropriate Practices in Preschool and Pre-K

**Description:** Examine the framework of developmentally appropriate practice (DAP) as it relates to preschool and pre-K learners. Gain strategies to use this framework to enhance your work. This introductory, two-hour, in-person professional development session is appropriate for educators with limited knowledge and experience working with children 3-5.

**Session Date/Location:**

October 22, 6:30pm – 8:30pm (Southeast Indianapolis)

**CDA Content:** CDA02 – 1.0hr, CDA08 – 1.0hr

### Curriculum Basics: Implementing a Quality Curriculum

**Description:** Curriculum is an important guide to our everyday practice, but do we truly understand what it is? Attend this session to discuss what curriculum is and what it isn't. Participate in learning activities that link curriculum goals to the daily activities you provide for young children. This introductory, session is appropriate for early childhood staff with limited experience in curriculum implementation.

**Session Date/Location:**

November 14, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA02 – 2.0hrs



Check page 7 for details on more of Vicki's sessions that are appropriate for professionals who serve children of all ages.

Vicki is also offering the webinar *Who We Are: Establishing an Organizational Culture* on **November 20, 8:00pm-9:00pm**. To register for live webinars in Training Central, log on at [iacrr.org](http://iacrr.org). Click the "Webinars" tab, then click "REGISTER" next to the course that interests you. Email [tcsupport@earlylearningindiana.org](mailto:tcsupport@earlylearningindiana.org) with any questions or issues.



## School Age Face-to-Face Trainings

Request to register at our online form at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call our office at (800) 272-2937.

Jenny Mathis  
School Age Specialist  
[jennym@childcareanswers.com](mailto:jennym@childcareanswers.com)

### School Age Essentials: Make the Most of Homework Time

**Description:** Explore best-practices for homework time in this two-hour in-person session. Discuss developmental stages and appropriate expectations. You will leave with practices to implement within your programs.

**Session Date/Location:**

October 17, 6:30pm – 8:30pm (North Indy / Carmel)

**CDA Content:** CDA02 – 2.0hrs

### Why do They Do That? Understanding Youth Development

**Description:** Make sense of what is happening inside the mind of a young person from a safe distance! Discuss the differences between healthy and unhealthy youth development and define your role in helping shape their personal growth.

**Session Date/Location:**

November 13, 6:30pm – 8:30pm (Greenwood)

**CDA Content:** CDA02 –2.0hrs

### School Age STEM Made Simple

**Description:** Let's discuss STEM (science, technology, engineering and math) and identify how to incorporate it into school-age programs. This introductory session is appropriate if you are new to the field or have limited knowledge on STEM.

**Session Date/Location:**

December 4, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA02 – 2.0hrs





## Multiple Ages Face-to-Face Trainings

Request to register at our online form at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call our office at (800) 272-2937.

Vicki Lehman  
Professional Development Specialist  
[victorial@childcareanswers.com](mailto:victorial@childcareanswers.com)

### Engaging Families: Activate Your Most Essential Partners

**Description:** Collaborate to gain a deeper understanding of family engagement. Examine multiple ways to expand family engagement practices and outcomes, which are critical to quality early childhood education. This introductory session is appropriate if you are new to family engagement or want to improve or update your current practices in programs that serve children ages 0-8.

**Session Date/Location:**  
October 18, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA04 – 2.0hrs

### Customers Count: Customer Service in Early Childhood and School-Age Programs

**Description:** Building strong partnerships with families begins with great customer service. Examine methods to improve your current service processes. This two-hour, in-person professional development session is appropriate if you have some knowledge of your program's current customer service practices.

**Session Date/Location:**  
December 12, 6:30pm – 8:30pm (Hope, IN)

**CDA Content:** CDA05 – 2.0hrs

### Learning Environments for Early Childhood

**Description:** Examine important elements of learning environments that support children in all stages of development. Assess teaching strategies and learning approaches in your everyday activities and routines and how to embed them in your practice. This intermediate session is appropriate if you have prior knowledge and experience working with children ages 0-8.

**Session Date/Location:**  
December 6, 6:30pm – 8:30pm (North Indy / Carmel)

**CDA Content:** CDA02 – 2.0hrs

### SUPER Saturday: Everything You Need to Know About Observations

You can use observations to build relationships with children of all ages, guide your lesson planning and assist in assessments. Learn how to identify and explore different types of observations and how they can deepen your practice. Discuss when and where observations are completed and practice skills needed for quality observations. Part Two of this Saturday asks "What happens after child observations have been collected?" It's time to plan! We will examine how child observations can direct lesson planning in all classrooms. Bring your lunch!

**Session Date/Location:**  
November 17, 9:00am – 1:30pm (Indianapolis)

**CDA Content:** CDA02 – 2.0hrs, CDA07 – 2.0hrs

### Play is Essential: Providing Powerful, Playful Learning for All Ages

**Description:** Children learn through play. Discuss meaningful program experiences that support development and learning. Gain a deeper understanding of how play is the foundation of all early learning and child development. This introductory, two-hour, in-person session is appropriate for those working with children of all ages.

**Session Date/Location:**  
November 29, 6:30pm – 8:30pm (Brownsburg)

**CDA Content:** CDA02 – 2.0hrs



# Challenging Behaviors Face-to-Face Trainings

Request to register at our online form at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call our office at (800) 272-2937.

**Cori Newland**  
Early Childhood Development Specialist  
[corin@childcareanswers.com](mailto:corin@childcareanswers.com)

**Charity Coppola**  
Inclusion Specialist  
[charityc@childcareanswers.com](mailto:charityc@childcareanswers.com)

## Observations Matter: Data Collection Strategies to Document Child Behaviors

**Description:** Discuss the power of observation and review different data collection strategies that you can use to document children's behaviors. This two-hour, in-person introductory session is appropriate for those who want to use reliable observation techniques to monitor children's behavior.

**Session Date/Location:** December 17, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA07 – 2.0hrs

## Social-Emotional Developmental Milestones & Supports in Early Childhood

**Description:** Social-emotional development is critical at all ages. You will learn techniques that nurture children's development and leave with an understanding of how these skills are developed. This introductory session provides an overview and strategies on how to promote social-emotional development in early childhood settings.

**Session Date/Location:** November 27, 6:30– 8:30 pm (Indianapolis)

**CDA Content:** CDA03 – 1.0hr, CDA08 – 1.0hr

## Behaviors: What Children Communicate and How to Respond

**Description:** Children's social-emotional development and their behaviors go hand-in-hand. Learn how to identify what their behavior communicates and how to respond. To reinforce desired behaviors, we'll focus on teaching new skills. This introductory session is appropriate for those who want to use effective social-emotional strategies to support children's growth and positive behavior.

**Session Date/Location:** November 19, 6:30–8:30pm (Fishers)

**CDA Content:** CDA03 – 2.0hrs

## Meet our new Inclusion Specialist, Charity Coppola!



We're happy to welcome our new Inclusion Specialist, Charity Coppola! Most recently, Charity collaborated with state and local early childhood partners as the Impact Coordinator on the Early Childhood Comprehensive Systems Impact Grant Program (ECCS). The mission of the grant program is to enhance early childhood health and well-being by connecting families with resources and services through local coordination and collaboration. Charity has been a large part of our work around developmental screening and the Ages and Stages Questionnaires®. Charity brings experience from the classroom from her time at University Heights United Methodist Children's Center.

When she isn't working, she loves to hike with her husband and four dogs, tackle renovations on their 1950s fixer-upper, and invent new recipes.

Join her for her session *Social-Emotional Developmental Milestones & Supports in Early Childhood* in November to get to know her more!



# Trainings in Spanish – Entrenamientos en Español

Request to register at our online form at [bit.ly/CCAttraining](http://bit.ly/CCAttraining) or call our office at (800) 272-2937.

Lucy Intriago

Bilingual Support Manager / Gerente de Apoyo Bilingüe

[marthab@childcareanswers.com](mailto:marthab@childcareanswers.com)

## Orientation I - Orientación I

**Descripción:** Este taller ofrece una visión general a los participantes que están interesados en comenzar el negocio de cuidado de niños/as en un hogar, centro o en ministerio y es la primera parte de una serie de dos partes. Cubre los requisitos reglamentarios, y recursos y da información a las practicantes sobre la salud, la seguridad y los negocios. Sirve para ayudar en la toma de decisiones a los participantes para elegir el tipo de atención que desean ofrecer.

**Session/Sesión, Date/día Locations/lugar:**  
November 28, 3:00pm – 5:00pm (Indianapolis)

**CDA Content:** CDA01 – 1.0hr, CDA05 – 0.75hr,  
CDA06 - 0.25hr

## Charlas

**Descripción:** Venga a disfrutar de una noche con otros profesionales para hablar de la Educación Infantil. Cada otro mes vamos a tener un tema y entrenadores diferentes.

**Sessions/Sesiones, Dates/días Locations/lugares:**  
October 24, 6:30pm – 9:00pm (Indianapolis)

**CDA Content:** CDA05 - 2.0hrs

## Safe Sleeping to Reduce the Risk of SIDS in Child Care – Seguro para dormir

**Descripción:** Los participantes aumentarán su comprensión de un medio ambiente seguro para dormir para los bebés, recién nacidos hasta los doce meses de edad. Se hará hincapié en la creación de una zona de dormitorio y de reducción de riesgos de estrategias seguras y saludables para el Síndrome de Muerte Súbita del Lactante (SMSL) y la prevención de la muerte accidental. Este entrenamiento es un requisito previo al servicio que satisfaga la Ley Pública 162-205 para obtener la licencia en casa, así como los estándares de elegibilidad de proveedores, proveedores de origen certificadas (CCDF) Vale. Se alienta a los proveedores de cuidado infantil a asistir a esta capacitación gratuita.

**Session/Sesión, Date/día Locations/lugar:**  
November 8, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA01 – 2.5hrs

## Orientation II – Orientación II

**Descripción:** Preparación para el Cuidado Infantil en casa de niños/as con licencia, es el segundo entrenamiento en esta serie de dos partes, para delinear los requisitos reglamentarios, pasos de concesión de licencias, y recursos para la atención de niños/as con licencia en un entorno doméstico. Usted saldrá de este entrenamiento preparado para dar los próximos pasos para la concesión de licencias de su casa y recibirán la documentación necesaria.

**Session/Sesión, Date/día Locations/lugar:**  
November 28, 5:30pm – 7:30pm (Indianapolis)

**CDA Content:** CDA01-1.5hrs, CDA05 - 1.5hrs,  
CDA06 – 0.5hrs

## Introduction to the Foundations – Fundaciones

**Descripción:** Los participantes aprenderán acerca de LOS FUNDAMENTOS y los Estándares Académicos de Indiana desde el nacimiento hasta la edad de 5 años. LOS FUNDAMENTOS ayudan a los adultos en la presentación de actividades adecuadas al desarrollo de los niños/as pequeños que apoyan el crecimiento y desarrollo del niños/as. Este taller interactivo apoya muchas de las oportunidades de aprendizaje que ya se suministra a los niños/as pequeños y que sirven como marco para la planificación futura.

**Session/Sesión, Date/día Locations/lugar:**  
October 3, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA01 - 1.0hrs, CDA02 – 1.0hrs

## Child Abuse and Neglect Detection and Prevention – Detección de Abuso Infantil

**Descripción:** Creado por la FSSA, la Oficina de Asesores de Salud de Cuidado Infantil. Este entrenamiento de unas horas, ofrece a los participantes información sobre el abuso y negligencia, las causas y la prevención del abuso y la negligencia, y la forma de reportar el abuso y la negligencia. Esta formación será cumplir con la norma para completar la formación del Abuso Infantil Detección y Prevención como lo requiere la ley de Indiana para los proveedores de CCDF sin licencia, así como cualquier otro proveedor de cuidado infantil que se requieren para completar la formación.

**Session/Sesión, Date/día Locations/lugar:**  
December 5, 6:30pm – 8:30pm (Indianapolis)

**CDA Content:** CDA01 – 2.0hrs



# Child Development Associate (CDA) Credential

Mollie Smith  
CDA Coordinator  
mollies@childcareanswers.com

The Child Development Associate (CDA) National Credential is the most widely recognized credential in early childhood education and is a key stepping stone on the path of career advancement. The program's purpose is to enhance the quality of early child care by defining, evaluating, and recognizing the competence of early child care professionals across the country. This process includes 120 clock hours of formal training in specific areas, a portfolio, family questionnaires, a verification visit, and an online exam. For more details about the specific process and requirements, visit the CDA Council's website at [cdacouncil.org](http://cdacouncil.org).

## Process to Apply

Anytime before you apply	Within 3 years of submitting application	Within 6 months of submitting application
<ul style="list-style-type: none"> <li>Earn a high school diploma, GED or be enrolled as a junior or senior in a high school career and technical program in early childhood education (ECE).</li> <li>Complete 120 hours of formal ECE training on growth and development of children ages 3 to 5, with no fewer than 10 training hours in each of the eight CDA subject areas.</li> </ul>	<p>Obtain 480 hours of professional work experience in the correct credential area setting (Infant/Toddler, Preschool, or Family Child Care)</p>	<ul style="list-style-type: none"> <li>Prepare your CDA Professional Portfolio. You are required to collect reference materials related to your work. Follow instructions in your Competency Standards book to prepare your portfolio.</li> <li>Find a CDA Professional Development (PD) Specialist</li> </ul>

**Apply online** at [cdacouncil.org](http://cdacouncil.org) and submit the non-refundable / non-transferable application fee. Make sure to secure the funds before you submit your application. Once the Council reviews and accepts your CDA application, they will send a Ready to Schedule notification.

**Demonstrate knowledge.** Once you receive a Ready to Schedule notice, complete your CDA verification visit and exam.

**Earn your credential.** The CDA PD Specialist and Pearson Vue testing center electronically submit scores to the Council. A Council committee will review the results of your assessment and render a decision whether to award you the credential. If awarded, they will mail you the official CDA credential. If the committee decides you need more training, the Council will let you know the next steps.

## Support We Offer for CDA Education Hours

Depending on your learning style and availability, we offer a few different options. See [Childcareanswers.com](http://Childcareanswers.com) for more detailed info.

- Face-to-face Training** – We offer programs with varying schedules and completion times, each with their own individual requirements. Your cost may be as little as \$100, thanks to scholarships through generous partners. To get started, fill out our wait list form at [bit.ly/cdainterest](http://bit.ly/cdainterest). We will contact you to let you know when we have a spot available that fits your needs.
- Online Training** – We partner with Child Care Aware of America to offer online CDA trainings. Find out more on our website.
- Independent Study** - If you completed independent study hours and want help with next steps, contact Mollie Smith.

## Renewing Your CDA Credential

All CDA Credentials are valid for three years from the award date. Keep all documentation for trainings and professional development you complete from the date of earning your credential. We suggest you start the renewing process six months prior to expiration.

- Visit the CDA Council website at [cdacouncil.org](http://cdacouncil.org), click on the Credential tab and click Renewal. Go to the credential you will be renewing and you will find a checklist to follow.
- If you need of an ECE Reviewer, contact [mollies@childcareanswers.com](mailto:mollies@childcareanswers.com) to complete the paperwork and schedule a visit.
- All information to be submitted for a renewal goes directly to the CDA Council in Washington D.C. Child Care Answers is happy to be a support and answer any questions you might have, but we do not have any control or management over your CDA renewal.

Visit our website for the most current information on the CDA services we offer!



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Child Care Answers receives funding from Indiana Family and Social Services Administration, Office of Early Childhood and Out of School Learning, and United Way of Central Indiana. We are an outreach program of Early Learning Indiana. Child Care Answers does not discriminate on the basis of race, color, religion, or disability, in its programs, activities, or employment policies.



Community Partner



## Get Social with Child Care Answers!

We frequently use our social media platforms to communicate trainings and webinars that might be of interested to families, community members, or child care providers. Sign on to your favorite site to learn more and join the conversation! Don't forget to check out our website at [childcareanswers.com!](http://childcareanswers.com)



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