Child Development Associate (CDA) Credential Training

Policy
Required staff will be provided with an entry level training in Early Childhood that is recognized by the Minnesota Department of Health and Human Services and the Head Start Performance Standards.

Procedure
- Monies for CDA training will be set aside in the Training and Technical Assistance budget.
- Priority for use of training slots will go to the following Head Start staff:
  1. Head Start staff who are currently in CDA training and scheduled for assessment within the program year.
  2. Head Start Lead Educators who have successfully completed their probation period and meet the minimum work experience requirements.
  3. Head Start Full-time Teacher/Classroom Assistants who have successfully completed their probation period and meet the minimum work experience requirements.
  4. Head Start Part-time Teacher/Classroom Assistants who have successfully completed their probation period and a minimum of two-years work experience in an early childhood center.
- Selection of candidates will be based on the following:
  1. Job title
  2. Full-time or Part-time employment
  3. Required staffing needs per site
  4. Seniority within the current position
- The CDA Candidate’s Program Manager will request approval from the AEOA Head Start Training Committee.
- After the committee’s approval has been received, the Program Manager will meet with the CDA Candidate and go through the CDA Staff Contract.
- The CDA Candidate agrees to and signs the CDA Staff Contract.
  - In the event the CDA Candidate does not agree upon the CDA Staff Contract:
    a. If a CDA is required for the staff’s hired position, the staff will provide the Program Manager with his/her resignation. Other available positions will be discussed.
    b. If a CDA is not required for the staff’s hired position, the Program Manager and staff will work collaboratively to create an appropriate Professional Development Plan to ensure early childhood development training is received.
- The CDA Candidate will provide AEOA Head Start documentation of past training experiences.
• The CDA Candidate will complete all coursework and requirements outlined by the Council for Professional Recognition within the allotted timeframe documented in their Professional Development Plan and within two (2) years of hire date.

• The CDA Candidate will provide AEOA Head Start with a copy of their CDA class certificates, CDA transcript, and CDA Certificate within one week of completion.

• The CDA Candidate will reimburse AEOA Head Start within 30 days for unsatisfactory completion of coursework.

• The CDA Candidate will pay the training institute or testing center within 30 days for the retake of any coursework and tests that were not passed successfully, and will continue until resulting in a passing score.

• The CDA Candidate will successfully complete the CDA Credential within 2 years of hire date or will be subject to termination of their employment with AEOA Head Start.

• AEOA Head Start will promote CDA Candidates that successfully attain the appropriate CDA Credential from a Teacher Assistant 1 to a Teacher Assistant 2.

• AEOA Head Start will promote CDA Candidates that successfully attain the appropriate CDA Credential from a Classroom Assistant 1 to a Classroom Assistant 2.

• Credentialed staff are responsible for keeping the CDA Credential current including any fees, paperwork, and training. Staff will follow the Staff Scholarship for Financial Support policy for CDA renewal.

See CDA Staff Contract, Professional Development Plan
This policy complies with the Head Start Act 648a [42 U.S.C. 9843a](2)(B)(ii)(I) and Performance Standard 1304.52 (f).
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