



# ELL Child Development Associate (CDA) Training

## Application Packet Winter 2020/2021

## **Winter 2020/2021 CDA Application Requirements**

In order to be considered for this program, you will need to complete the following requirements:

1. Complete [this application](#) by January 29th. Class size is limited.
2. Attend a CDA Info-session via Zoom. [January 13th](#) at 11:30 or [January 20th](#) at 11:30. *(Click on the date for the Zoom links)*
3. Complete an English CASAS exam in-person at Portland Adult Education or remotely.  
*\*If you have taken the CASAS exam since January 2020 this requirement is waived.*
4. Submit a copy of your resume.
5. Complete an interview to review eligibility requirements for the program and scholarships.

For questions regarding the class or application, contact Bridget Kahn,  
[kahnb@portlandschools.org](mailto:kahnb@portlandschools.org).

## **Overview of the Child Development Associate Credential Program**

What is a Child Development Associate (CDA) Credential?

The CDA Credential is recognized nationally as the quality standard for training of professional early childhood teachers. CDA training helps teachers work effectively with infants, toddlers, preschoolers, and their families in either a center-based or family child care setting.

This six-month training program is co-taught by a Certified CDA Instructor from the CDA Development Center and supported by an instructor from Portland Adult Education. Students will receive 120 hours of CDA instruction as well as support in English language, portfolio development, test-taking skills, and digital skills.

### **Student Eligibility Requirements:**

- Target Population: Foreign trained professionals who have a background and interest in working in a child care setting
- English skills equivalent to ESOL level 5 or above
- Work Authorization is preferred
- Meet income or other eligibility requirements to receive possible scholarships
- 18 years and older

## **The CDA Development Center Training Philosophy:**

CDA Development Center's training program is committed to the idea that quality care makes a positive difference in the lives of the teachers, children, and families. Working in the field of childcare is an important job requiring specialized skills and knowledge in early child development. CDA Credentialled teachers are able to demonstrate an appropriate learning environment for children to reach their highest potential. The course curriculum is based on the knowledge of the most current research, Early Childhood theory and practice, and the NAEYC's standards for developmentally appropriate practice.

## **WHAT CAN THIS TRAINING DO FOR YOU?**

If you are a Family Child Care Provider, this training:

- Brings you to a level 4 under the Staffing and Professional Development Career lattice.
- Provides you a Step 2 in compliance with the Quality Rating System.
- Offers you continued Professional Growth toward Family Accreditation and Quality Childcare (NAFCC)
- Makes your job easier.

If you are working in a Child Care Center, the CDA credential opens up the door for professional advancement.

- This credential is increasingly required to become or remain a Lead Teacher or Program Director.
- You will be more effective at your jobs and actually enjoy your work more!

For everyone:

- The CDA credential can also be an essential component to the NAEYC Accreditation Process.
- As part of this process, CDA Development Staff will work with you to develop your classroom to help you use your space and materials in the most productive way possible.
- You will have support throughout this process by a Certified CDA Instructor as well as an Adult Education Instructor for help with English and the technology required for the training.

## APPLYING FOR A CDA CREDENTIAL

The CDA Development Center's Program will provide you with all the tools you need to receive your CDA Credential. Prior to receiving this credential, there are four things you will need to:

### 1) Document your 120 training hours

CDA Development Center's class's focuses on these essential content areas:

- Planning a safe and healthy learning environment
- Advancing children's physical and intellectual development
- Establishing positive relationships with families
- Effectively managing a child development program
- Maintaining a commitment to professionalism
- Observing and recording children's behaviors
- Applying principles of child growth and development

### 2) Document 480 hours working with children.

This is referred to as your "fieldwork." If you are currently employed as a childcare teacher in a licensed childcare setting, you can meet this requirement right where you work. If you are not currently working as a childcare teacher, we can place you in a licensed facility in your community. CDA Development Center assists all students' interns in finding a quality center that matches their individual interests.

One of our best features is having one-on-one assistance for each student from a Field Advisor. A Field Advisor will visit the student's work site for individual support and guidance.

### 3) Complete and submit a "Portfolio".

CDA Development Center's staff will work with you to develop this document. Our Instructor from Portland Adult Ed will help you to create the required professional portfolio that will demonstrate that you have certain "competencies" when it comes to working with young children. It is also a practical tool that you can use as your own personal "reference book" when working with the children you care for.

## **Schedule for ELL CDA**

Brought to you by Greater Portland Workforce Initiative, Opportunity Alliance and Portland Adult Education

February 22nd - July 7th (20 weeks)

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>9:00 - 12:00 pm</b>	CDA Instruction with Susan Carroll	CDA Instruction with Susan Carroll		PAE Support with Trace Salter (9:00-11:00 am)	

*\*All classes will be held online via Zoom*

### **Fieldwork**

As described above, you will need to document 480 hours of working with children before being eligible to sit for your CDA exam. As part of this program, we will try to place you at a childcare site to complete these hours. Each person's fieldwork schedule will differ. You can use your Wednesdays and Fridays for this purpose and/or the afternoons following class.

### **Application**

We look forward to meeting you, and assisting in any way we can as you embark on the path to becoming a CDA Credentialled Early Childhood Teacher!

Please fill in [the application](#) and click SUBMIT when you're done. Thank you!

### **Contact**

Bridget Kahn ([kahnb@portlandschools.org](mailto:kahnb@portlandschools.org)) or Susan Carroll ([susan.carroll@opportunityalliance.org](mailto:susan.carroll@opportunityalliance.org)) with any questions.

Warmly,

Susan Carroll, Bridget Kahn, Trace Salter, Kwame Yeboah