



**Mineral Area College**  
*Serving Communities Since 1922*

**Mineral Area College**

*Child Development Associate Credential Prep: ECE1060AA5G*

**Spring 2011**

**Instructor: Davie Prather**

**Department Chair: Patricia Fields**

**Career and Technical Division:  
Dean Gil Kennon**

**COURSE TITLE:** Child Development Associate Credential Prep

**COURSE NUMBER:** ECE 1060 AA5G

**INSTRUCTOR:** Davie Prather

**INSTRUCTOR INFORMATION:**

**Office Hours:** Available on Request

**Phone:** (573) 631-2772

**Email:** [ddhorn@mineralarea.edu](mailto:ddhorn@mineralarea.edu)

### ***I. Course Description:***

The course is a final culmination of college courses taken in preparation for the Child Development Associate credential (CDA). The student will explore the history and application of CDA. This course will focus on the pedagogy of the NAEYC professional code of Ethic. The course will prepare the student for the final CDA assessment by the Washington D.C. Council for Professional Recognition.

### ***II. Course Requirements:***

**Prerequisite course:**

**ECE1040 Health Safety and Nutrition**

**ECE1020 Guiding Alternatives for Young Children**

**ECE1000 Introduction to Early Childhood Education**

#### **Requirements of the CDA Credential:**

- Be 18 years of age
- Hold a High School Diploma or equivalent
- Be able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate
- Sign a statement of ethical conduct
- Be working or volunteering/observing on a regular basis at Missouri state licensed childcare facility.
- Valid proof of at least 480 hours of experience working with children in the past 5 years

The student will be required to complete six observations at an AEYC or NAEYC accredited site throughout the semester. A Criminal Background Check and TB test is required before ANY observations can be completed. The REQUIRED application is due to the instructor the first two weeks of the semester.

**TO COMPLETE REQUIRED observations, it is imperative that the student always respect the daily schedule of the child care setting and planned activities taking place in the child care setting/classroom. It is up to the student to make arrangements with the lead classroom teacher to complete observations, etc. in order to complete assignments in a timely manner.**

**III. Text/Resource materials:**

**The Child Development Associate Assessment System  
Introduction to Early Childhood Education, Fifth Edition. Eva Essa  
Creative Curriculum for Preschool, 4<sup>th</sup> Edition. Dodge.**

**Note: The student should have the texts from previous prerequisite courses.**

***Additional Materials***

**Developmentally Appropriate Practice Activity Materials**

**IV. Course Objectives:**

- 1. The student will apply previous knowledge of quality early childhood education.**
- 2. The student will demonstrate through developmentally appropriate practice the early childhood effects on the developmental and learning of the curriculum and teaching methods used in the early childhood education.**
- 3. The student will demonstrate their understanding of the whole child concept and its complexity in DAP.**
- 4. The student will demonstrate the early childhood teacher's role in promoting quality early childhood education.**
- 5. The student will implement DAP methods of encouraging prosocial behavior in the child's learning environment.**
- 6. The student will practice the interrelationship of safety, health and nutrition.**
- 7. The student will apply their professionalism in the early childhood education field.**
- 8. The student will evaluate their performance according to national standards of the CDA credentials.**
- 9. The students will actively engage in DAP planning to promote and guide children's developmental stages of growth.**
- 10. The students will demonstrate the pedagogy of the NAEYC professional code of Ethic.**

**V. Student Evaluation:**

A. Discussions/Responses 4 @ 40	160
B. Featured Weekly Assignments 4 @ 50	200
C. Competency Statements 6 @ 50	300
D. Autobiography 1 @ 30	30
E. Completion of CDA Portfolio	100
F. Final Observation	50 % of Final Grade

***Total Points 790 Points***

### *Final Grading Scale*

**92-100% = A**

**82-91% = B**

**72-81% = C**

**62-71% = D**

### **VI. Special Policies:**

#### **A. Attendance/guidelines**

**The class is scheduled to meet one evening a week. The student should keep in mind that the one class meeting is a week of scheduled classes. If the student misses more than two classes throughout the semester, they will be dropped from the course.**

#### **B. Drop Policy: The following will constitute an instructor dropping a student from the web course:**

- **No oral or written contact has been made by the student within two weeks of scheduled dates of class meetings.**
- **No oral or written contact from the student for two consecutive weeks during the semester.**
- **Academic dishonesty.**

*Note: It is the student's responsibility to drop the course through the business office. The instructor will drop the student from the grade book.*

#### **C. Academic Honesty: Students who engage in dishonest acts such as plagiarism or any other forms of misrepresenting another's work for their own work will be notified by the instructor that they are receiving a "0" for the assignment. All work must be cited and referenced unless it is the student's own creation and thought. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the Procedural Policy for Disciplinary Action. (Under this policy, the student is subject to suspension from the college for acts of dishonesty).**

#### **D. Note: Plagiarizing also applies to completing course assignments.**

*I.e. The student is to summarize internet articles and cite the resource where the information was found. The student should always cite the text, web site addresses, etc. on EACH WEEKLY ASSIGNMENT. Failure to do so will result in a reduction of points.*

*The instructor reserves the right to schedule an on-campus meeting in order to determine the authenticity of the student's work. Students who wish to appeal the*

*decision of the instructor on a matter of dishonesty may do so under the "Procedural Policy for Disciplinary Action".*

- E. Special Needs:** Please notify the instructor of any modifications or adaptations to on-line materials, instructional needs, or personal health needs that may restrict the learning process. All reasonable efforts will be made to accommodate these needs.

*The instructor reserves the right to schedule an on-campus meeting in order to determine the authenticity of the student's work. Students who wish to appeal the decision of the instructor on a matter of dishonesty may do so under the "Procedural Policy for Disciplinary Action".*



## **About the CDA**

The Child Development Associate (CDA) is the most widely recognized credential in early childhood education (ECE) and is a key stepping stone on the path of career advancement in ECE.

The CDA credential is based on a core set of competency standards, which guide early care professionals as they work toward becoming qualified teachers of young children. The Council works to ensure that the nationally-transferable CDA is a credible and valid credential, recognized by the profession as a vital part of professional development.

CDAs have knowledge of how to put the CDA Competency Standards into practice and understanding of why those standards help children move with success from one developmental stage to another. Put simply, CDAs know how to nurture the emotional, physical, intellectual, and social development of children.

Earning the CDA Credential has many advantages, including exposure to the larger community of early childhood educators. Over 260,000 educators have received their CDA to date!

Becoming a CDA is a big commitment, but one that creates confident practitioners with command of today's best practices for teaching young children.

### **Benefits of a CDA**

- Advance your career
- Meet job requirements
- Reinforce your commitment to early childhood education
- Provide parents with peace of mind
- Understand developmentally appropriate practice
- Increase your confidence

## **CDA Competency Standards**

The **CDA Competency Standards** are the national standards used to evaluate a caregiver's performance with children and families during the CDA assessment process. The Competency Standards are divided into six Competency Goals, which are statements of a general purpose or goal for caregiver behavior. The Competency Goals apply to all child care settings.

The six goals are defined in more detail in the 13 Functional Areas, which describe the major tasks or functions that a caregiver must complete in order to carry out the Competency Goal. A Developmental Context, a brief overview of relevant child development principles, explains each Functional Area.

Although the six Competency Goals are the same for all settings (center-based, family child care, home visitor), the Functional Area definitions and sample behaviors differ for each setting and age group.

## **CDA COMPETENCY STANDARDS AND FUNCTIONAL AREAS**

### **Goal I. To establish and maintain a safe, healthy learning environment**

1. Safe
2. Healthy
3. Learning Environment

### **Goal II. To advance physical and intellectual competence**

4. Physical
5. Cognitive
6. Communicative
7. Creative

**Goal III. To support social and emotional development and to provide positive guidance**

- 8. Self
- 9. Social
- 10. Guidance

**Goal IV. To establish positive and productive relationships with families**

- 11. Families

**Goal V. To ensure a well-run, purposeful program responsive to participant needs**

- 12. Program Management

**Goal VI. To maintain a commitment to professionalism**

- 13. Professionalism

**What is need before smiting the CDA Application:**

**Within last five years**

**I. *Formal training***

You must complete 120 hours of formal early childhood education training, covering the growth and development of children, with no fewer than 10 training hours in each of the following subject areas:

- Planning a safe and healthy learning environment.
- Advancing children's physical and intellectual development.
- Supporting children's social and emotional development.
- Building productive relationships with families.
- Managing an effective program operation.
- Maintaining a commitment to professionalism.
- Observing and recording children's behavior.
- Understanding principles of child development and learning.

While formal education hours can be for credit or noncredit, they must be earned through an agency or organization with expertise in early childhood teacher preparation. The agency or organization must verify your education in the form of an official transcript, certificate, or letter.

**You need to submit these documents with your application.**

**II. 480 hours of professional experience - this experience needs to be in a group setting with children aged 3–5 years.**

## **Within last six months**

### **III. Formal Observation**

Following the guidelines of the Preschool Competency Standards book, you need to identify one early childhood professional as your CDA Advisor who will conduct your formal classroom observation. Your CDA Advisor will record your performance in all 13 Functional Areas over the course of one or more consecutive visits, using the Observation Instrument.

### **IV. The Professional Resource File**

You are required to put together a collection of reference materials related to your work. **V. Parent Opinion Questionnaires**

You are required to distribute and collect Parent Opinion Questionnaires. These questionnaires offer parents an opportunity to give their opinion on your work with their children.

## **Payment**

The non-refundable Direct Assessment Application fee of **\$325** must be submitted with your application.

## **Requirements**

The CDA Direct Assessment Application will ask you to

- Confirm that you meet eligibility requirements.
- Confirm that you completed all prerequisites.
- Obtain your Program Director's signature.
- Obtain Advisor Statement to verify the observations were conducted according to Council's standards.
- Sign a statement of ethical conduct.
- Include official documents verifying your training.
- Include a \$325 Direct Assessment Application fee.

Your Advisor will mail a completed application with the (1) assessment fee, (2) training verification, and (3) original signatures.

The Council accepts Direct Assessment Applications on a rolling basis. Your Verification Visit will occur within 90 days from the date the Council receives your complete and correct application.

Upon receipt of your **correctly completed** Direct Assessment Application, a \$325 assessment fee, and the official documentation of training, the Council will assign a Council Representative to conduct your Verification Visit. The Council Representative will contact you to arrange a date and place for the visit.

During the Verification Visit the Council Representative will:

- Check the content of your Professional Resource File.
- Collect copies of your Statements of Competence.
- Collect a copy of your Autobiographical Statement.

- Collect Parent Opinion Questionnaires and the Observation Instrument.
- Administer the Early Childhood Studies Review - a two-hour, multiple-choice examination.
- Conduct the Oral Interview to evaluate your knowledge of early childhood care and education practices.

A Council Committee will review your documentation and render a decision whether to award you the Credential. If the Credential is awarded, the official **Child Development Associate** Credential will be sent to you. If the committee decides you need more training, the Council will let you know what next steps to take to earn the Credential.

A CDA Credential is valid for three years from the award date, after which it may be renewed for five-year periods.

## CDA Renewal

A CDA Credential is valid for three years from the award date, after which it may be renewed in five-year increments. A CDA Credential may only be renewed for the original setting, age-level endorsement, and specialization. The purpose of the CDA renewal is to ensure that Child Development Associates are maintaining current knowledge and skills in their work with young children and families.

### Renewal criteria

All CDA Renewal Candidates must meet the following five criteria:

Documented proof of a current Red Cross or other agency First Aid Certificate.

Documented proof of at least 4.5 [Continuing Education Units](#) (CEUs) or a three-credit-hour course in early childhood education/child development, principles of adult learning, mental health counseling, etc. These hours must be in addition to the original 120 clock hours required when the Candidate obtained the CDA Credential.

Documented proof of recent (within past year) work experience with young children or families of young children (a minimum of 80 hours).

A completed Letter of Recommendation Form regarding the CDA's competence with young children prepared by an early childhood education Professional.

Documented proof (within current year) of membership in a national or local early childhood professional organization.

### Renewal Cost

The Council charges \$50 for processing the Renewal Application. Make sure to secure your funds before you apply for CDA Renewal.

### Renewal process

The renewal process involves three steps:

**Purchase a Renewal Packet:** The *Renewal Packet* applies to all four types of credentials — Center-based Preschool; Center-based Infant/Toddler; Family Child Care; and Home Visitor.

**Gather required documentation** as outlined above in the five renewal criteria.

**Apply for the CDA Renewal:** if you meet all requirements, you are ready to fill out and submit your CDA Renewal Application.

Upon receipt of the application and supporting documents, Council staff will review the materials for completeness. If all materials are in order, the Council will award the CDA Renewal Credential. If the materials are incomplete, the Council will notify the Renewal Candidate who will be given the opportunity to resolve the problem within a specified time period.

## **Second Setting CDA**

The Council offers the Second Setting CDA Credential for CDAs who hold one credential and wish to obtain a second credential in a different setting.

### **Summary of requirements**

Second Setting Candidates must hold an active CDA credential, and their original credential must have been earned on or after January 1, 1993.

Second Setting Candidates must document a minimum of 45 clock hours of training specific to the second setting. The hours may be part of the original 120 formal training clock hours or additional training.

The Candidate must have a minimum of 60 clock hours of work experience with children of the second setting/age group. These hours must be accrued over a period of no less than three months within the past five years and must be accrued while working as a volunteer or paid staff in a group setting.

An Observation is required, by an Advisor selected by the Candidate, where the Candidate is working as a lead caregiver within the second setting/age group.

A Professional Resource File is required. It is comprised of (a) 17 resource items, (b) six statements of competence, and (c) an autobiography, specific to the second setting/age group is required.

Candidates are also required to distribute and collect Parent Opinion Questionnaires from the parents of the children in the second setting/age group class.

### **Additional information**

- The fee for the Second Setting CDA is \$225.
- There will NOT be a Verification Visit with a Council Representative.
- The Candidate will be required to send all materials directly to the Council.
- Home Visitor CDAs may apply for a Second Credential, but must complete the [Direct Assessment process](#) for the chosen setting and pay the reduced fee of \$225.
- A Bilingual Second Setting CDA is available for those who obtained their original credential with a Bilingual specialization.

For details about earning a Second Setting CDA, please purchase the Second Setting Application Packet by calling the Candidate Services department at 1-800-424-4310 or 202-265-9090. You may also fax your written request (fax number: 202-265-9161) or mail it to the address below.

Please mail (1) **complete** Second Setting application, (2) application fee of \$225, (3) official training verification, (4) sealed Observation Instrument, (5) sealed Parent Opinion Questionnaires, and (6) **a copy** of your Professional Resource File to:

**Council for Professional Recognition**

**2460 16th St. NW**

**Washington, DC 20009-3547**

Information on this document came from [www.cdacouncil.org](http://www.cdacouncil.org)

**COUNCIL**  
— *for* —  
PROFESSIONAL  
RECOGNITION

