
Subject: Child Development Associate (CDA) Credential Requirement
Source: Performance Standards 45 CFR Part 1304.52 (f)

Policy

All Early Head Start classroom staff will participate in CDA training and obtain the CDA credential unless they have a degree or endorsement in early childhood education. Employees will have one year from their date of hire in which to complete CDA training and obtain the CDA credential from the Council for Early Childhood Professional Recognition.

Staff working in the center-based program are required to earn the Center Base Infant/Toddler CDA. The supervisor and the employee shall develop a written training plan according to the employee's immediate need for training. Supervisors will take into consideration the employee's experience and previous training when making this decision.

Purpose:

1. To ensure that all North Texas Parent & Child Development, Inc Early Head Start staff has the minimum qualifications to provide quality early childhood education services.
2. To insure that all Early Head Start staff meet entry level qualifications for early childhood professionals.
3. To meet and exceed Head Start Performance Standard 45 CFR Part 1304.52 (f).

Procedures

- New employees will be asked to review and sign the "Child Development Associate (CDA) Employee Agreement."
- Early Head Start classroom staff that do not have an Infant/Toddler CDA, Bachelor's Degree or Associate of Arts Degree, Master's Degree or teacher endorsement in early childhood education (or closely related field) are expected to obtain the Infant/Toddler CDA credential by the end of one year from the date of hire.
- If at the end of the first year of employment a staff person has not obtained the credential, it may be cause for dismissing the employee.
- When possible North Texas Parent & Child Development, Inc Early Head Start will assist staff by reimbursing certain costs for CDA training.
- North Texas Parent & Child Development, Inc Early Head Start will pay for the credential.
- Should the employee leave Early Head Start within two years of obtaining the CDA, the employee will be responsible for reimbursing the Early Head Start program for the cost of the CDA.

Forms

- Child Development Associate (CDA) Employee Agreement

Books

- CDA Packet