



Child Development Associate (CDA) Employee Agreement

I have read and fully understand the North Texas Parent & Child Development, Inc Early Head Start policy regarding the “Child Development Associate (CDA).

I understand that all classroom staff will participate in CDA training and obtain the CDA credential unless they have a degree or endorsement in early childhood education. New employees have one year, from 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 a 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.

I understand the purpose for obtaining a CDA is as follows:

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).

I understand that I can develop my training plan with the Education Manager and my immediate supervisor.

As an employee participating in CDA training, I am expected to follow through with training activities which include (but are not limited to): completing coursework, meeting with Advisor/Trainers, reading resource materials, viewing training videos, writing portfolio entries and other writing assignments, talking with immediate supervisor to report progress and any difficulties.

I understand that when possible North Texas Parent & Child Development, Inc Early Head Start will assist staff in paying certain costs for CDA training. I understand that North Texas Parent & Child Development, Inc Early Head Start will pay for my credentialing. I understand that should I leave Early Head Start within two years of obtaining my CDA, I will be responsible for reimbursing the Early Head Start program for the cost of the CDA.

Employee’s Signature

Date