



FLORIDA DEPARTMENT OF

# CHILDREN & FAMILIES

## APPLICATION FOR CHILD DEVELOPMENT ASSOCIATE (CDA) EQUIVALENCY TRAINING PROGRAM

1317 Winewood Blvd, Bldg. 6, Room 389A  
Tallahassee, Florida 32399-0700

<input type="checkbox"/> New Application <input type="checkbox"/> Revised Application
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Please complete the application and attach supporting documentation.

### I. Application Information

Course Title \_\_\_\_\_

Area of Specialization: Infant & Toddler       Pre-school (3-5 year olds)       Special Needs   
    School-Age (5 & above)       Family Child Care Home

Is this program bilingual?      Yes       No       Is this program faith-based?      Yes       No

Name of Institution/Agency submitting application \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Name of Person submitting application \_\_\_\_\_ Title \_\_\_\_\_ E-Mail \_\_\_\_\_

### II. Training Accreditation Information

1. Revised Program Applications:  
 Has your program sponsor changed?      YES       NO   
 If YES, please complete II.2. directly below. If NO, move to Section III.

NOTE: Florida CDAE Programs that lose their sponsorship must submit a revised application that meets the requirements listed in II.2.

2. New Program Applications:

The CDAE Program is one of the following (please submit proof):

a. Accredited by one of the national or regional accreditation organizations recognized by the United States Department of Education   
 Specific information on accreditation by the United States Department of Education may be obtained by going to the website at:  
<http://www.ed.gov/admins/finaid/accred/index.html>

or

b. Licensed by the Florida Commission for Independent Education   
 Specific information on the Florida Commission for Independent Education may be obtained by going to the website at: <http://www.firm.edu/doe/cie/>

**III. Classroom Training Requirements**

The CDA Equivalency program requires a minimum of 120 hours of training focused on the eight CDA content areas established by the Council for Professional Recognition. (Training experiences must be age specific, i.e., infant/toddler or preschool.)

1. Describe the specific age for which the training is designed. \_\_\_\_\_  
Attach supporting documentation.

2. Number of contact hours of training. \_\_\_\_\_  
Attach supporting documentation.

3. A minimum of 80 hours must contain at least 10 hours of training in each of the following eight content areas. Attach supporting documentation.

<u>Content Area</u>	<u># of Training Hours</u>
1. Planning a safe, healthy learning environment	_____
2. Steps to advance children's physical and intellectual development	_____
3. Positive ways to support children's social and emotional development	_____
4. Strategies to establish productive relationships with families	_____
5. Strategies to manage an effective program operation	_____
6. Maintaining a commitment to professionalism	_____
7. Observing and recording children's behavior	_____
8. Principles of child growth and development	_____
Other content areas	_____
Total Hours	_____

**IV. Required Contact Hours Working with Children**

The CDA Equivalency program requires 480 hours of work with children in a child care setting in the past five (5) years.

How many direct contact hours with children does the program require? \_\_\_\_\_  
Attach supporting documentation.

NOTE: If contact hours with children are to be a prerequisite to admittance to the program, notarized statements and verification procedures must be established.

**V. Professional Resource File**

The CDA Equivalency program requires that an individual compile a collection of materials that early childhood professionals use in their work with young children and families. The Professional Resource File must contain the three major sections, as required by the CDA National Credentialing Program: (1) Autobiography; (2) Statement of Competence; and (3) Resource Collection. Specific content information for each section can be found by going to the CDA National Credentialing Program's website at: <http://www.cdacouncil.org>

**VI. Observation**

The CDA Equivalency program requires that an individual be formally observed working with children in a child care setting a minimum of one (1) time during the course of the program by a qualified observer meeting the requirements outlined in Section VIII.

Indicate how many times an individual will be formally observed by a qualified observer during the course of the training program. \_\_\_\_\_  
Attach supporting documentation.

**VII. Trainer's Qualifications**

Established equivalency criteria for trainer qualifications.

The program requires:

- a. Personal
  - Be able to relate to people of various racial, ethnic, socioeconomic backgrounds.
  - Be able to facilitate small group interactions and problem-solving activities, plan seminar sessions based on suggested topics, and meet the needs of adult learner.
  - Be knowledgeable about local and national requirements, standards, and guidelines for child care programs serving children ages birth through 8 years.
- b. Education and Experience
  - B.A., B.S. or other advanced degree in early childhood education/child development, family and consumer sciences (formerly home economics/child development). Must include 6 college credit hours in early childhood education/child development, and
  - One year experience in a child care setting serving children ages birth through 8 years of age.

Describe the personal and educational qualifications required of the trainer in the training program. Attach supporting documentation. **(Individual résumé and qualifications are not required.)**

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**VIII. Observer Qualifications**

The CDA Equivalency program requires that the observer must meet one of the following qualifications and be able to document that a person is competent in the eight content areas established by the National Council for Professional Recognition. The observations must occur in an early childhood setting.

- a. Four year degree or higher with 6 college credit hours in early childhood/child growth and development.
  - Two years of experience in a child care setting, serving children ages birth through 8 years, or a teaching certificate.
- b. A.S. degree in child development, or A.A. degree with 6 college credit hours in early childhood/child growth and development.
  - Four years of experience in a child care setting, serving children ages birth through 8 years of age.
- c. A CDA Credential
  - Twelve semester hours of study in early childhood education or child development covering children birth through 8 years of age.
  - Six years of experience in a child care setting in a program serving children age's birth through 8 years.

Describe qualifications required of the observer in the training program. Attach supporting documentation. **(Individual résumé and qualifications are not required.)**

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## IX. Certificate Information

- a. Attach a copy of the certificate/diploma for graduates who complete your program.
- b. Does your program incorporate any of the following Department of Children and Families Child Care Training?

Child Care Facility Introductory Training:

Part I:

- |  |           |          |
|--|-----------|----------|
| 1. State & Local Rules and Regulations             | YES _____ | NO _____ |
| 2. Health, Safety, and Nutrition                   | YES _____ | NO _____ |
| 3. Identifying and Reporting Child Abuse & Neglect | YES _____ | NO _____ |
| 4. Child Growth & Development                      | YES _____ | NO _____ |
| 5. Behavioral Observation and Screening            | YES _____ | NO _____ |

Part II:

- |  |           |          |
|--|-----------|----------|
| 1. Infant and Toddler Appropriate Practices (10 hours)             | YES _____ | NO _____ |
| 2. Preschool Appropriate Practices (10 hours)                      | YES _____ | NO _____ |
| 3. School-Age Appropriate Practices (10 hours)                     | YES _____ | NO _____ |
| 4. Special Needs Appropriate Practices (10 hours)                  | YES _____ | NO _____ |
| 5. Basic Guidance and Discipline (5 hours online)                  | YES _____ | NO _____ |
| 6. Early Literacy for Children Age Birth to Three (5 hours online) | YES _____ | NO _____ |

Family Child Care Home Training (30 hours) YES \_\_\_\_\_ NO \_\_\_\_\_

Fundamentals of Family Child Care (3 hours) YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, you must be recognized by the Department of Children and Families or its designee as an authorized training provider for this portion of your course/program.

Certificates for CDA Equivalency Programs which incorporate any of the Department's Child Care Training courses described above, may only be issued after the students have provided a Child Care Training Transcript or Child Care Certificate documenting successful completion.

- c. Does your program require students to have a high school diploma or a GED for admittance? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, you may not issue a certificate of completion until the student provides documentation of a high school diploma or GED and they must be 18 years of age or older.

- d. Does your program require students to successfully complete the state mandated 40 hours of Child Care Training prior to admittance to this CDA Equivalency Program? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, you must require the Child Care Training Transcript or Child Care Certificate be provided as documentation that the training has been successfully completed.

- e. Does your program require students to successfully complete the state mandated 30 hour Family Child Care Home Training Course prior to admittance to this CDA Equivalency Program?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, you must require the Child Care Training Transcript or Child Care Certificate be provided as documentation that the training has been successfully completed.

**XI. Miscellaneous**

a. What is the cost of your training program excluding materials? \$ \_\_\_\_\_

What is the cost of materials? \$ \_\_\_\_\_

Describe materials.

\_\_\_\_\_

b. In what cities/counties will your training program be offered? \_\_\_\_\_

I, \_\_\_\_\_ for  
*Name of Person Legally Responsible for the Organization*

\_\_\_\_\_ program states that the  
*Course Title*

*information provided to the Department of Children and Families on this "Application for CDA Equivalency", CF-FSP Form 5191, April 05, and all supporting documentation is true and will be enforced. Certificates of completion shall only be administered to those individuals who have completed the training program, have a high school diploma or GED and are 18 years of age or older, as described on this application. Any changes to the program's content, name or structure will be submitted to the department for approval.*

\_\_\_\_\_  
*Signature of the Person Legally Responsible for the Organization*

\_\_\_\_\_  
*Date*

**FOR USE BY THE DEPARTMENT OF CHILDREN AND FAMILIES ONLY**

\_\_\_\_\_  
Reviewer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommendation

\_\_\_\_\_  
Reviewer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommendation

\_\_\_\_\_  
Reviewer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommendation

COMMENTS/RECOMMENDATION:

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