

Child Development Associate (CDA) Credential Support

The VT Child Care Industry and Careers Council is working with other community partners to develop a pool of qualified and available mentors to support candidates who are pursuing their Child Development Associate (CDA) Credential through the Council for Professional Recognition in Washington, D. C.

Mentors support CDA candidates through the process of applying for the CDA credential. This includes breakdown of and documentation for the 120 hours of formal training and development of the candidates' professional portfolios (as outlined by the Council for Professional Recognition), distribution of the Parent Questionnaires, applying for grant funding to support the application cost and submission of the application and fee. This may be done in a group setting if there are multiple candidates, however, one to one support may be considered to meet the needs of your community. Mentors must be familiar with the CDA process. Training and support is available for new mentors who wish to perform this support service. **A stipend to support your time mentoring is available @ \$15/hour.**

If you are interested in becoming part of this support system, please complete the application and return with the required supporting documentation.

No compensation will be approved until all documentation has been received, reviewed and applicants receive notice of their approved application.

When a formal registry is available through the Northern Lights Career Development Center (MATCH), all mentors must be listed in this system to continue participation.

Please note: To be compensated through this process all mentors and CDA candidates will need to hold current membership in VCCICC. Annual dues are \$25.00.

Return all related materials to:

VT Child Care Industry and Careers Council
145 Pine Haven Shores Road, Suite 1137
Shelburne, VT 05482
(802) 985-2700
vccicc@comcast.net

Application to Provide Support Services for Child Development Associate (CDA) candidates

Please print clearly!

Name _____ **Date** _____

Address _____ **Town** _____ **VT Zip** _____

Phone number _____ **Email Address** _____

BFIS Quality Case ID# _____

I am interested in becoming a: _____ CDA Mentor

I am willing to provide support in the following areas:

- | | |
|--|--|
| <input type="checkbox"/> Addison | <input type="checkbox"/> Newport |
| <input type="checkbox"/> Bennington | <input type="checkbox"/> Rutland |
| <input type="checkbox"/> Chittenden | <input type="checkbox"/> St. Johnsbury |
| <input type="checkbox"/> Franklin/Grand Isle | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Lamoille | <input type="checkbox"/> Windham |
| <input type="checkbox"/> Orange | <input type="checkbox"/> Windsor |

I am enclosing:

- A cover letter describing
 - my interest in providing support services and
 - how this meets my professional goals
- My résumé
- Documentation of how I meet the criteria need to provide this support
- Training that I have attended that supports my ability to perform these services
- Names/phone numbers of 2 professional references

For experienced CDA mentors:

Names/phone numbers of 3 CDA candidates you have supported

I agree to abide by procedures in place to ensure that consistency in support is available statewide. To ensure non-duplicative services are provided, I will allow VCCICC to share my contact information with other groups working on similar support in VT.

Signature _____ **Date** _____

Return to VCCICC, 145 Pine Haven Shores Rd., Suite 1137, Shelburne, VT 05482