

## **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 and advisors 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 packet in time for the quarterly deadlines. 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.**

**Advisors** must meet the eligibility requirements set forth by the Council for Professional Recognition OR be operating under a waiver granted by that Council. An advisor is responsible for completing the formal Observation of the Candidate and returning the completed booklet, in a sealed envelope, to the Candidate. Training and support is available for new advisors who wish to perform this support service. **A stipend to support your time is available @ \$100/candidate. No payment is released until Candidate has received their Observation Tool and the Advisor has signed off on the Candidate's application.**

**Advisor Eligibility:** (as defined by the Council for Professional Recognition) Advisors must meet one of the below OR been granted a waiver from the Council for Professional Recognition in Washington DC)

- 1) B.A. or B.S. or advanced degree in early childhood/child development, home economics/child development, from an accredited college or university. Must include 12 semester hours covering children ages birth through 5 years AND 2 years of experience in a child care setting serving children birth through age 3 including: Two years working directly with children and two year of responsibility for the professional growth of another adult.
- 2) Associate-level (two year) degree in early childhood/child development, home economics/child development, from an accredited college or university. Must include 12 semester hours covering children ages birth through 5 years AND 4 years of experience in a child care setting serving children birth through age 3 including: One year working directly with children and one year of responsibility for the professional growth of another adult.
- 3) An active CDA credential. 12 semester hours of study covering children ages birth through 5 years AND 6 years of experience in a child care setting serving children birth

through age 3 including: Four years working directly with children and two years of responsibility for the professional growth of another adult.

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 a copy of their approved application.

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

**Please note:** To be compensated through this process all mentors, advisors 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 2001  
Shelburne, VT 05482  
(802) 985-2700  
[vccicc@comcast.net](mailto:vccicc@comcast.net)**

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

**Please print clearly!**

**CDA candidate name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Town** \_\_\_\_\_ **VT**  
**Zip** \_\_\_\_\_

**Phone number** \_\_\_\_\_ **Email Address**  
\_\_\_\_\_

**BFIS Quality Case ID#** \_\_\_\_\_

I certify that I:

\_\_\_\_ am at least 18 years of age

\_\_\_\_ hold a High School diploma or equivalent

\_\_\_\_ am able to speak, read and write well enough to fulfill the responsibilities of a CDA candidate

\_\_\_\_ will sign a statement of ethical conduct

\_\_\_\_ work in a state- approved early childhood setting, as defined by the Council for Professional Recognition in Washington, D.C, where the candidate can be observed working as a lead caregiver. This includes a licensed child care facility, a registered family child care home or a Department of Education setting.

Name and location of program where employed  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree to abide by procedures in place to ensure that consistency in support is available statewide. This includes full preparation of my CDA portfolio and application requirements before requesting the formal observation by an Advisor.

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 \_\_\_\_\_

**Note: All regulatory histories will be checked for compliance with state regulations. Any violations will be discussed and may delay the CDA application timeline. This delay will allow time for program improvements to be made and implemented.**

**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

\_\_\_\_\_ CDA Advisor

I am willing to provide support in the following areas:

\_\_\_ Addison

\_\_\_ Newport

\_\_\_ Bennington

\_\_\_ Rutland

\_\_\_ Chittenden

\_\_\_ St. Johnsbury

\_\_\_ Franklin/Grand Isle

\_\_\_ Washington

\_\_\_ Lamoille

\_\_\_ Windham

\_\_\_ Orange

\_\_\_ Windsor

I am enclosing:

\_\_\_ A cover letter describing

- my interest in providing support services and
- how this meets my professional goals

\_\_\_ My resume

\_\_\_\_ Documentation of how I meet the criteria need to provide this support

\_\_\_\_ If applicable for advisors, a copy of the Waiver granted by the Council for Professional Recognition

\_\_\_\_ Training that I have attended that supports my ability to perform these services

\_\_\_\_ Names/phone numbers of 2 professional references

**For experienced CDA mentors and/or Advisors:**

\_\_\_\_ 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

\_\_\_\_\_