

Child Development Associate Credential (CDA) Assessment Fee Grant

This application is for individuals working in Vermont regulated child care/early childhood programs to assist with the cost of the CDA credential fees for your first CDA, and/or the second setting credential fee.

Eligibility

- Be employed for at least 6 months by a CDD regulated child care facility.

For Reviewers Only

Date Received: _____ Invoice #: _____
Reviewed/Approved: _____ Date: _____
Payment Entered: _____ Date: _____
License Check: _____
Application #: _____

Program Manager Approval/Denial

Approval: \$ _____ Denied
Signature: _____ Date: _____

For questions about the grant, contact:

Vermont Association for the Education of Young Children
(VTAEYC)

Phone: 802-234-1090

Email: PDsupports@vtaeyc.org

For information about the CDA credential and to obtain materials contact:

The Council for Early Childhood Professional Recognition
2460 16th Street N.W. Washington, D.C. 20009-3575 1-800-424-4310

www.cdacouncil.org

Name (Print): _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone (Home): _____ (Work): _____

Email: _____

Your BFIS Quality & Credential Account #: _____

Please answer the following questions:

1) How much assistance you are requesting for the CDA Assesment Fee (up to \$425)? _____

2) How many children do you directly serve: _____



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3) **My CDA application is for the setting(s) checked below:**

Family Child Care; VT Child Care Registration/License Certificate # _____

Center-Based Infant/Toddler (up to 36 months)

Center-Based Preschool (3-5 years)

If working in a Center Based Child Care and Preschool Program (CBCCPP):

Employer/Program Name: _____ Licensed Certificate #: _____

Phone: _____

4) **Have you completed the requirements to obtain your CDA credential?**

120 Hours formal training in the eight required CDA subject areas

Professional Philosophy Statement

Competency Statements

Resource Collection

Parent Opinion Questionnaires

Anticipated application date:

Anticipated verification visit date/or actual date:

Name of person identified to conduct the verification visit:

5) **Please send the following additional documentation with your grant application:**

Attach a letter of recommendation from your CDA advisor, or mentor, or another child care professional who is working with you for the CDA credential. The letter must state the unique qualities and skills you demonstrate in your work with children and describe any improvements you have made during this process.

Attach a current job description outlining your responsibilities. _____

(This application is for professionals providing direct care and education to children.)

Attach your individual professional development plan (IPDP). The IPDP must be current (within the last year) and have a self-assessment, goals, strategies/resources, and a timeline.

A form is available on www.northernlightscv.org.

Check here if you have an up-to-date professional development plan in Bright Futures Information System (BFIS). If so you do not need to send it with the application. Go to www.northernlightscv.org for more information about entering your information into BFIS.



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Certification

Please sign the certification below:

I certify that the information contained in this application is true and correct; I also certify that the following statements are true:

1. I have worked directly with children at a CDD regulated child care facility for the past six months.
2. I am not a public-school employee who is paid on a teacher salary.
3. I do not owe any funds to the State of Vermont and am in good standing with the Vermont Department of Taxes.
4. I will send a copy of my CDA certificate to Northern Lights at CCV to upload into my BFIS account within 30 days of obtaining my certificate.

Applicant's Signature: _____ Date: _____

Keep a copy of your completed application for yourself, and email a copy to PDsupports@vtaeyc.org or mail the original to:

Vermont Association for the Education of Young Children (VTAEYC)
19 Marble Avenue, Suite 4
Burlington, VT 05401