

Spring 2021
Infant/Toddler
Child Development Associate (CDA) Coaching Program
Application-Participant

The University of Nevada, Reno Extension is accepting applications for the spring 2021 Infant/Toddler Child Development Associate (CDA) Coaching Program. Please return the completed application to Sarah Wright at sarahwright@unr.edu. Incomplete or illegible applications will not be considered. Applications will be accepted until the program is full. Applicants for the spring 2021 session will be notified by **Nov. 30, 2020.**

The educational coursework for the Infant/Toddler credential (120 hours of training) will be offered in a distance learning format with some training hours completed at your own pace online and some training hours completed live using Zoom. Attendance at all virtual trainings will be required for all participants. Please review the detailed schedule before submitting an application to ensure you are able to attend all the trainings.

All program participants will receive coaching from an infant/toddler specialist for a four-month period. Coaching will be offered virtually using zoom. Participants must be working in a classroom directly with children ages birth-36 months old. Participants who have a consistent work schedule in one assigned classroom throughout the CDA program gain the most. Participants will also receive all text books and training materials. The University of Nevada, Reno Extension will pay the application fee for the initial CDA Credential for each participant who completes all required coursework and portfolio requirements by **May 6, 2021.**

Only teachers in center-based infant, toddler or 2's classrooms are eligible for consideration.

Applicant must complete pages 2-4 and applicant's supervisor must complete page 5.

FIRST Name: _____ LAST Name: _____

Phone Number: (_____) _____ - _____ Contact email: _____

Home mailing address: _____

City: _____ State: _____ Zip: _____

Place of Employment: _____ Current job title: _____

Address of center: _____

Director's Name: _____ How long have you worked at this center? _____

1. Is your center participating in QRIS? (Circle one) **Yes/ No**
2. Does your center provide services to children receiving child care subsidy? (Circle one) **Yes/ No**
3. Do you spend most of your workday with children birth to 3 years? (Circle one) **Yes/ No**
4. In a typical week how many children ages birth to 3 years are in your care? _____
5. How long have you worked with infants and toddlers? _____ years _____ months
6. What language(s) do you speak fluently? _____
7. What is the career ladder level listed on your current Nevada Registry Certificate: _____
Please attach a copy of your Nevada Registry Certificate with this application.
8. Have you completed a minimum of a high school diploma or GED? (Circle one) **Yes/ No**
9. Have you completed any college coursework or currently have a college degree? (Circle one) **Yes/ No**
If yes, what? _____
10. Do you have a current CDA Credential? (Circle one) **Yes/ No**
If yes, what setting? _____
11. Have you ever completed coursework toward a CDA credential or submitted an application for a CDA credential? (Circle one) **Yes/ No**
If yes, when and what? _____
12. What is your current work schedule (start and end time and days)? _____

	Spring 2021 Infant/Toddler CDA Education Program
Mandatory Program Orientation (Zoom)	Thursday, Jan. 12, 2021 6-9 p.m. on Zoom
Mandatory Live Trainings (Zoom)	Tuesdays & Thursdays 6-8 p.m. (see detailed schedule)
Mandatory Online Trainings	Topics will open on Friday, and must be completed by the following Wednesday at 11:59 p.m. (see detailed schedule)
Final Celebration	TBD
Program Dates	Jan. 8, 2021-May 6, 2021
Completion Deadline	All course work must be completed by May 6, 2021

Do you have reliable access to a computer, printer and high speed internet? (Circle one) Yes/ No

Briefly describe why you are interested in earning an Infant/Toddler CDA Credential:

Please describe any special accommodations you may require to participate in trainings, test taking or any others:

Are there any special circumstances that you would like us to consider?

Please initial each item below:

_____ I understand that I must attend all of the scheduled training sessions and complete all coursework assigned by the instructor in order to complete the 120 hours required for my CDA Credential.

_____ I understand my classroom will be observed by coaches and assessors throughout the Infant Toddler CDA coaching program and I must actively participate in regular coaching sessions throughout the program.

_____ I understand that upon completing the 120 clock hours of training I will not receive the CDA credential. There are additional steps that I will have to complete. For further information, visit www.cdacouncil.org.

_____ I understand the Infant/Toddler CDA coaching program is designed for Center Based Infant/Toddler CDA candidates only and I must remain working in an approved setting to participate in the program.

_____ I understand this is a positive attendance program. This means the instructor must account for all training hours for candidates. Regular attendance, punctuality and participation are mandatory. Failure to meet this requirement may result in being dropped from the program.

_____ I understand I am expected to be on time to each training and remain in class until dismissed by the instructor. If I miss more than 15 minutes of any face-to-face or virtual training, I will not receive training hours for that class.

_____ I understand my CDA application must be submitted to the Council for Professional Recognition no later than **May 6, 2021** or I may be required to pay the \$425 fee for the application to the Council for Professional Recognition.

I have read, understand and agree to comply with the above statements.

CDA Applicants name (please print)

CDA Applicants Signature

Date

Spring 2021

Infant/Toddler Child Development Associate (CDA) Coaching Program
Application-Applicant's Supervisor

This page must be completed by the applicant's supervisor and submitted with the completed application.

Applicant's Supervisor acknowledgement statement:

_____ (applicant's name) has my support to participate in the Infant/Toddler Child Development Associate (CDA) coaching program.

Please initial each item below:

_____ I agree to provide encouragement to this applicant throughout the Infant/Toddler CDA coaching program.

_____ I agree to make every effort to ensure the applicant spends most of his/her time in one assigned classroom with children ages birth to 3 years old throughout the CDA program. I understand that applicants who have a consistent work schedule in one assigned classroom throughout the CDA program gain the most.

List assigned classroom: _____

_____ I agree to allow a Professional Development Specialist to enter the classrooms for the final verification visit (required to complete the requirements for the CDA Credential).

_____ I agree to make every effort to allow this applicant to leave work with enough time to arrive to the classes before the scheduled start time.

CDA Applicants Supervisor's name and title (please print)

_____ Date: _____
CDA Applicants Supervisor's Signature

Phone number

E-mail address

Return this
completed form to
[Sarah Wright](#)

Applications will be
accepted until the
program is full.