

Parent Linking Program Child Development Associate (CDA) Credential Stipend Handbook



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The Parent Linking Program CDA Credential Stipend

Funded by the New Jersey Department of Children and Families and administered by Prevent Child Abuse New Jersey (PCA-NJ), the Parent Linking Program Child Development Associate (CDA) Stipend provides education funds for full-time (30 hours or more) infant and toddler caregivers employed with a PLP child care center. Limited funding is available for the 2016-2017 school year to support caregivers pursuing an initial Infant Toddler CDA Credential and to cover the fees associated with obtaining or renewing their Infant Toddler CDA Credential.

The CDA Credential, administered by The Council for Recognition, is a nationally recognized credential in the field of early childhood education (ECE) and is considered a stepping stone on the path of career advancement in ECE and is endorsed by the National Association for the Education of Young Children (NAEYC). The purpose of the one-time funding is to help enhance the overall quality of child care services provided in our Parent Linking Program (PLP) child care centers. It is our goal to have at least half of all PLP caregivers obtain an Infant Toddler CDA Credential. **While caregivers from all PLP sites are encouraged to apply, priority will be given to sites with the greatest need.** Applications for caregivers from PLP sites not listed will be examined on a case-by-case basis.

PLP CDA Stipend- Initial: For caregivers pursuing an initial CDA. Applicants can receive a maximum of \$550 to apply toward the cost of an Infant Toddler CDA training or the fee associated with obtaining a CDA Credential (\$425).

PLP CDA Stipend- Renewal: For caregivers needing to renew their Infant Toddler CDA Credential. Applicants can receive a maximum of \$150 toward the fee to renew their Infant Toddler CDA Credential. Credential must be within six months of expiring. Funding is not available to support the training courses required to renew the credential.

This handbook will have everything you need to know to successfully navigate the process of applying for an initial or to renew your CDA Credential. We wish you much success in your journey to enhance your professional career.

- **Sites must notify PCA-NJ of the caregivers who will be pursuing this funding on later than December 15th.**
- **Caregivers seeking to take advantage of this limited funding opportunity must take advantage prior to May 15, 2017.**

Good luck!

PINJ Approved Sponsoring Agencies for CDA Training

COUNTY	AGENCIES CONDUCTING IN-PERSON CDA TRAINING	NOTES
Cumberland County	Rutgers Southern Regional CCR&R Contact: Ingrid Campbell Phone: 856-462-6800 Email: ingridc@camden.rutgers.edu	CDA: Cost: \$25.00 CDA Renewal: Yes. Call for details.
Hudson County	Starting Points Inc. Contact: Marsha Nivins Phone: 201-216-1870 Email: info@startingpoints.edu	Starting Points Inc. offers special customized training depending on the number of students who seek to be enrolled.
Middlesex County	Community Child Care Solutions Contact: Sandy Dibble Phone: 732-324-4357 ext.2853	CDA: Cost: \$1,000 CDA Renewal: Yes. Call for details.
Union County	Community Coordinated Child Care of Union County Contact: Evelyn Gonzalez Email: egonzalezz@cccunion.org Phone: 973-923-1433 ext. 138	CDA: Classes are offered in Modules. Each Module is 40 hours. Cost: \$275 per module CDA Renewal: Modules can be used towards CDA Renewal
COUNTY	AGENCIES CONDUCTING ON-LINE CDA TRAINING	NOTES
Mercer County	Child Care Connection Contact: Training Department Phone: 609-989-7940 Website: http://www.childcareconnection-nj.org/cda.cfm	CDA: Cost \$299 CDA Renewal: Cost \$169
Passaic County	4CS of Passaic County Phone: 973-684-1904 x272 Contact : Ms. Guadalupe Email: mguadalupe@4cspassaic.org Website: http://www.smarthorizons.org/naccrra/pcin/index2.html	CDA: Cost \$299; \$729 with Mentoring CDA Renewal: Cost \$169
All Counties	ProSolutions Training Phone: 800-939-9694 Website: https://www.prosolutionstraining.com/content/?id=30/cda	CDA: Cost \$399 CDA Renewal: Cost \$129
All Counties	Atlantic Cape Community College Contact: Heather Boone Phone: (609) 343-4934 Email: hboone@atlantic.edu Website: http://www.atlantic.edu/program/degrees/professional/childDevPro.htm	See website or call for details.
All Counties	ChildCare Education Institute Phone: 800-499-9907 Website: https://www.cceionline.com/index.cfm?id=26	CDA & CDA Renewal Classes are available in English and Spanish. See website or call for details.

PINJ Potential Funding Sources for CDA Credential

CDA Assessment Fee Scholarship	Atlantic Cape Community College – College CDA Online	Grow NJ Kids Scholarship
<p>Scholarship Covers: The \$425 CDA Direct Assessment Fee</p> <p>Stipulation: CDA classes must be taken in person at an PINJ approved agency</p>	<p>Scholarship Covers: The cost of the on-line training.</p> <p>Stipulation: CDA classes must be taken on-line at Atlantic Cape Community College ONLY.</p>	<p>Scholarship Covers: The coursework CDA Credential.</p> <p>Stipulation: Non-credit CDA training must be completed at a PINJ-approved Sponsoring Agency offering CDA training</p>
<p>Basic Eligibility Guidelines</p> <ul style="list-style-type: none"> • Applicants must be at least 18 years of age and have a high school diploma or GED. • Applicants must be employed as, head teacher, group teacher, assistant teacher in the field of early care and education. Volunteers and public school employees are not eligible. • Applicants must be an “Active” member of the <i>NJ Registry for Childhood Professionals</i>. • CDA training must be completed at a PINJ-approved sponsoring agency. For a list of approved sponsoring agencies go to www.pinjregistry.org 	<p>Basic Eligibility Guidelines</p> <ul style="list-style-type: none"> • Applicants must be at least 18 years old and have a high school diploma. • Applicant must be employed at their job for at least 3 months. • Applicant must have access to a phone, computer and the internet. • Applicant must be permanently employed a minimum of 30 hours per week teaching in a licensed child care center. • Applicants must maintain an active NJ Registry account while on the scholarship program. • Applicants must remain employed at the same center while receiving scholarship funds and for one year after completing all scholarship- funded coursework. Leaving the center or program before the above requirement is fulfilled, may require applicants to pay back scholarship funds received. 	<p>Basic Eligibility Guidelines</p> <ul style="list-style-type: none"> • Applicant must be an assistant teacher or teacher in a child care program, assistant teacher in school district preschool, or registered family child care provider enrolled in Grow NJ Kids. • Applicant must be an active member of the NJ Registry for Childhood Professionals and remain an active member through completion of courses taken on scholarship. • Applicant must submit a computer-generated course schedule and a semester bill for the semester being applied for from the college where classes will be taken. A hand-written course schedule or bill will <u>not</u> be accepted. • Applicants attending non-credit CDA training must submit a letter of completion of 120 CDA training hours by the Sponsoring Agency on original letter-head. • Applicant must have been employed 6 months and remain employed at this same program while receiving scholarship funds and for one year after completing all scholarship-funded coursework.

Parent Linking Program CDA Stipend Application and Handbook of Rules and Regulations

YOU MUST SIGN AND RETURN THIS HANDBOOK. KEEP A COPY FOR YOUR RECORDS.

Stipend Certifications: Check all of the following to indicate you understand and agree to abide by the requirements.

- I certify that I am a caregiver employed at a PLP child care program for a minimum of six months.
- I understand that upon completion of CDA training hours, I must submit proof of completion from the training agency verifying the completion of the training.
- I understand that I must remain employed at a PLP child care center while receiving stipend funds AND for six months after completing the CDA coursework.
- I understand that once I receive my CDA Credential, I must forward a copy to Prevent Child Abuse New Jersey. If I am not awarded the CDA Credential, then I must submit a copy of the denial letter from the Council for Professional Recognition.
- I understand that all stipends (checks) will be issued and mailed directly to the training agency or the Council for Professional Recognition.
- I understand that funds are limited and not guaranteed.

Required Documentation: Applicants must submit the following:

Documentation for PLP CDA Credential Stipend–Initial

- A completed on-line application which can be accessed at <https://www.preventchildabusenj.org/programs/parent-linking-program/>
- A signed copy of the Handbook of Rules and Regulations
- Completed W-9 Form
- A letter or support from the PLP Head Teacher or Child Care Director which must include the date of hire for the applicant.
- A computer-generated bill from the training agency where courses will be taken as proof of enrollment in CDA training class (for applicants seeking to use the stipend to pay for CDA training)
- A copy of their CDA On-line Application (for applicant seeking to use the stipend to pay for the cost of the CDA Credential)
- Applicant must provide proof of high school diploma or GED

Documentation for PLP CDA Credential Stipend–Renewal

- A completed on-line application which can be accessed at <https://www.preventchildabusenj.org/programs/parent-linking-program/>
- A signed copy of the Handbook of Rules and Regulations
- Completed W-9 Form
- A letter or support from the PLP Head Teacher or Child Care Director which must include the date of hire for the applicant.
- A copy of your Infant Toddler CDA Credential scheduled to expire within six months
- A copy of their CDA Application

By signing below, I verify that I have read, understand, and will abide by the requirements of the CDA Stipend guidelines. You must sign one copy and submit with you application. Keep a copy for your records.

Applicant Signature: _____ **Date:** _____

Steps to Pursuing An **Initial** CDA Credential

Step 1: Determine if you meet the qualifications to obtain a CDA: If you have a high school diploma and have at least 480 hours of work experience within the last 3 years, then you meet the basic qualifications to pursue the credential.

Step 2: Identify a training agency that offers training: It is important to decide if you want to take classes in person or on-line. If you take classes on-line be sure to ask if the agency offers any support. For example will they help you put together your professional portfolio or assist you in writing your competency statements? For a list of agencies that offer CDA training [see page 7 of this handbook](#).

Step 3: Determine the cost of pursuing your CDA credential. While the PLP CDA Stipend will cover a portion of the cost, you will be responsible for covering some of the cost of pursuing the credential. Professional Impact New Jersey (PINJ) has 3 scholarships that might help cover some of the cost. For example you may qualify for the PINJ CDA Assessment Fee Scholarship and decide to use the PLP Stipend toward your CDA training OR you may decide to take the on-line classes at Atlantic Cape Community College and apply for the PINJ Atlantic Cape Community College Scholarship which allows you to use the PLP Stipend toward your CDA Assessment Fee. For a list of PINJ scholarships [see page 6 of this handbook](#).

Step 4: Complete the CDA Training:

Step 4A: Apply for the PLP CDA Stipend: You will complete this step depending on what you decided in step 3. If you are planning to utilize the PLP CDA Stipend to cover the cost of the [CDA training](#) and you meet the eligibility criteria, you should apply for the PLP CDA Stipend and request PCA-NJ to pay the training agency on your behalf.

Step 5: Complete all requirements to obtaining your CDA Credential:

- Training (120 clock hours)
- 480 hours of work experience
- Professional Portfolio
- Family Questionnaires
- Identify your CDA Professional Development Specialist [Click here for details on the above requirements](#).

Step 6: Apply to Council for Professional Recognition to schedule your CDA Verification Visit with your Professional Development Specialist. Once have completed all of the requirements above, apply to schedule your visit by going to <http://www.cdacouncil.org/yourcda>. When you are completing this step and you come to the "Payment Options" section you will be asked to select your method of payment. You should select "Voucher from an agency has agreed to pay all or part of your fee." This will let them know that PCA-NJ will be making a payment on your behalf.

Step 7: Apply for the PLP CDA Stipend: You will complete this step depending on what you decided in step 3. If you are planning to utilize the PLP CDA Stipend to cover the cost of the [CDA Credential](#) and you meet the eligibility criteria, you should apply for the PLP CDA Stipend and request PCA-NJ to pay the Council for Professional Recognition. If you are planning to utilize the PINJ CDA Assessment Fee Scholarship, then you would NOT apply for the PLP CDA Stipend, but to that scholarship.

Steps to Pursuing **Renewing** Your CDA Credential

Step 1: Identify when your CDA expires: If your Infant Toddler CDA Credential expires in the next six months you may apply for this stipend.

Step 2: Complete all requirements to renew your CDA Credential: Before you can renew your CDA, you will need to complete five steps:

- Attend continuing education or training courses specific to your credential type. You must be able to document 45 clock hours, 4.5 CEUs, or a 3 credit hour college course in early childhood education or child development. (Please keep in mind the PLP Stipend will only cover the cost to renew an Infant Toddler CDA)
- Choose an early childhood education (ECE) professional to write your Recommendation and verify your work hours.
- Complete First Aid and Infant/Child (Pediatric) CPR certification
- Work at least 80 hours with young children (specific to your credential type) within the past year.
- Join or renew your individual or center membership in a national or local early childhood professional organization
- Other requirements: Have a valid email address where you can access your email.

To help you prepare, you may download and print the Renewal Guide which is on the PCA-NJ website <https://www.preventchildabuse.nj.org/programs/parent-linking-program/> and the Council for Professional Recognition's website <http://www.cdacouncil.org/yourcda>.

Step 3: Renew your Credential by applying to Council for Professional Recognition:

Once have completed all of the requirements above, apply by going to <http://www.cdacouncil.org/yourcda>.

There are two ways to renew your credential:

- **Online: Renewal fee is \$125** If you are renewing on-line and you come to the "Payment Options" section you will be asked to select your method of payment. You should select "Voucher from an agency has agreed to pay all or part of your fee." This will let them know that PCA-NJ will be making a payment on your behalf.
- **By mail:** Submit paper application with all documentation and payment to the Council. Renewal fee is \$150. If you are submitting a paper application and you come to Part C of the application and you must select your method of payment. You should select "An agency is paying all or part of my application fee. I have enclosed my payment authorization letter as a substitution for my payment." This will let them know that PCA-NJ will be making a payment on your behalf.

Step 4: Apply for the PLP CDA Stipend: If you are planning to utilize the PLP CDA Stipend to cover the cost of renewing your [CDA Credential](#) and you meet the eligibility criteria, you should apply for the PLP CDA Stipend and request PCA-NJ to pay the Council for Professional Recognition. Please note the amount of your stipend is dependent upon if you submit an on-line or paper application to the Council for Professional Recognition.