



Bureau of Career & Technical Education CDA-Ready Certificate Documentation Preschool

(Developed from *The Child Development Associate*, Third Edition, ©2013)

Student Name: _____

School: _____

Instructor: _____

Instructor Phone: _____

Instructor Email: _____

Requirements	Completed
Enrolled in approved Child Care Program, CIP 19.0708, or FCS Child Development course	
Able to speak, read and write well enough to fulfill CDA requirements	
Completed 120 clock hours of formal education	
Completed 480 hours working with children	
Professional Resource File	
Professional Philosophy Statement	
Statements of Competence – Goal I	
Statements of Competence – Goal II	
Statements of Competence – Goal III	
Statements of Competence – Goal IV	
Statements of Competence – Goal V	
Statements of Competence – Goal VI	
Resource Collection	

Competency Goal I

Requirements	Completed
1. Your valid and current certificate of completion cards from a first aid course and an infant/child CPR course offered by a nationally-recognized training organization. Online training is not acceptable.	
2. A copy of one weekly menu. This menu would ideally be one that you have participated in serving to and/or designed for children. If this is not possible, or if you work in a program that does not serve meals, you may substitute a group care menu found on the internet.	
3. Provide a sample of your weekly plan that includes goals for children's learning and development, a brief description of planned learning experiences, and accommodations for children with special needs (whether for children you currently serve or may serve in the future).	

Competency Goal II

Requirements	Completed
Nine learning experiences, written in your own words. For each experience, indicate the age group (3s, 4s, 5s) and list the intended goals, materials, and process/teaching strategies and specify how it is developmentally appropriate for that age group. Each curricular area must be represented: science or sensory, language or literacy, creative arts, fine motor (indoor), gross motor (outdoor), self-concept, emotional skills/regulations, social skills, and mathematics.	

Competency Goal III

Requirements	Completed
A bibliography that includes the titles, authors, publishers, and copyright dates and a short summary of ten developmentally appropriate children's books that you have used to support development of children's self-concept and self-esteem, and to help children deal with life's challenges. Each book should support a different topic and should relate to children's lives and challenges. Some topic ideas are: moving, doctors, death, going to kindergarten, having a new baby, special needs, cultural identity, gender identity, family structure, divorce, remarriage and feelings.	

Competency Goal IV

Requirements	Completed
1. The name and contact information (phone number, website, etc.) of a local agency that provides family counseling.	
2. The name and contact information (phone number, website, etc.) of a translation service for families whose home language is other than English, as well as a service that provides American Sign Language translation.	
3. The name, contact information, and a brief description of at least two agencies in the community that provide resources and services for children with disabilities.	
4. A list of three or more websites, and a brief description of each, that provide current information to help families understand how young children develop and learn. Include one current article for each website. Websites must contain articles that help families understand the development and learning of infants and toddlers. At least one article must relate to child guidance.	

Competency Goal V

Requirements	Completed
Provide three samples of record-keeping forms used in early childhood programs. Include an accident report form, emergency form and a completed tool/form that you have used to observe for and document a child's developmental/learning progress. Do not include the child's name.	

Competency Goal VI

Requirements	Completed
1. The name and contact information of your state's agency that is responsible for the regulation of child care centers and family child care homes. Make a copy of the section(s) that describes qualification requirements for personnel (teachers, directors, and assistants) and group size, adult-to-child ratio requirements.	
2. A list of two or three early childhood associations (national, regional, state, or local) including website addresses; describe the professional resources and membership opportunities each of them offer.	

Requirements	Completed
3. Summaries of the legal requirements in your state regarding child abuse and neglect (including contact information for the appropriate agency in your state) and mandated reporting guidelines.	
CDA Assessment Observation, unofficial with feedback	
NOCTI 7933 Child Care and Support Services Management Scores – Written: Performance: <i>PA Certificate of Competency</i> or <i>PA Skills Certificate</i> achieved.	