

Infant/Toddler CDA V

Course designed for a 90 Minute Period Day

This is a one-credit course taught in Grade 12. During this course, students will spend a minimum of twenty-four hours on instruction within the developmental context of infants (young and mobile) and toddlers. The ten hours of instruction for this course should be in CDA Subject Area Four (Building Productive Relationships with Families) to complete the Family Survey Questionnaires and in Subject Area Six (Maintaining a Commitment to Professionalism) to complete the CDA Professional Portfolio and to practice interviewing skills in preparation of the CDA professional Development Specialist visit. Additional hours of instruction may be spent revisiting the other CDA Subject Areas to complete the required twenty-four hours. Laboratory experiences are a required component of this course. Students must spend a minimum of ninety-six hours working with children ages 0-36 months. A candidate may work with all sub-groups or with one or two sub-groups in this age range. The Infant-Toddler sub-groups are Young Infants (Birth-8 months), Mobile Infants (9-17 months), and Toddlers (18-36 months). Experience may be limited to one sub-group, but the candidate must demonstrate knowledge of competencies with all sub-groups. Students will spend one day in class and four days in a licensed or state regulated child care setting. It is recommended the course be offered in a 90-minute block.

All 120 instructional hours and 480 lab hours must be completed before applying to take the CDA Exam and requesting a Verification Visit from the CDA Professional Development Specialist. At the time of the Verification Visit by a CDA Professional Development Specialist, the student will provide the Specialist with their portfolio, be interviewed by the specialist, and work with infants and toddlers in a licensed or state regulated infant and toddler child care setting to demonstrate competence. It is recommended that students take the CDA Exam before the Verification Visit.

The Infant/Toddler CDA series of courses are designed to prepare students for employment in the field of infant and toddler child care education and to prepare them for the Child Development Associate (CDA) a national credentialing program for the infant/toddler setting. Students must successfully complete CDA I, II, III, IV, and V to be eligible to take the CDA certification exam.

Family, Career and Community Leaders of America (FCCLA), an integral part of the curriculum, provides opportunities to apply instructional competencies and workplace readiness skills, enhances leadership development skills, and provides opportunities for community service.

CDA Subject Area Four (Building Productive Relationships with Families): Functional Area 11 – Families

1. Mail CDA family questionnaire to setting participant families and collect a minimum of 51% to place in the professional portfolio for the CDA PD Specialist Professional visit.
2. Complete the Family Questionnaires Summary Sheet.

CDA Subject Area One (Planning a Safe and Healthy Learning Environment): Functional Area 1 – Safe

3. Demonstrate knowledge of CPR by obtaining the Infant/Child Pediatric CPR Certification.

CDA Lab

4. Complete a minimum of ninety-six lab hours in a licensed/regulated child care center working with children ages 0-36 months.

CDA Subject Area Six (Maintaining a Commitment to Professionalism): Functional Area 13 – Professionalism

5. Preparing for the CDA PD Specialists verification visit and exam.
 - a) Develop a portfolio consisting of the following
 - i) Transcripts/certificates/letters; documentation of the candidates professional education
 - ii) Family questionnaires
 - iii) Six reflective statements of competence
 - iv) The resource collection
 - v) The professional philosophy statement
 - b) Apply to notify the Council you are ready to take the assessment (the verification visit and the CDA Exam)
 - i) Fill out online application or paper copy of application from the CDA Competencies Standards Preschool Edition manual
 - ii) Obtain your candidate ID number (#) assigned by the council for Professional Recognition
 - (1) Appears on confirmation note
 - (2) Printout received at the testing center confirming CDA exam is complete
 - iii) CDA Professional Development (PD) Specialist
 - (1) Trained and endorsed by the CDA Council to conduct a verification visit
 - (2) Conflict of interest and unacceptable to serve as PD Specialist for candidate
 - (a) Immediate relative (mother, father, sibling, spouse, son, daughter)
 - (b) Current director supervisor
 - (c) Co-worker in same group/classroom
 - iv) Ready to schedule notice
 - c) Demonstrate
 - i) The CDA Exam
 - (1) Confirmation note
 - (a) Letter or email from PearsonVUE confirming CDA Exam appointment
 - (2) Flag
 - (a) Questions you are unsure of your answer and would like to review at the end if time permits
 - (3) My Account
 - (a) Created through PearsonVUE
 - (b) Allows you to schedule and keep track of CDA Exam
 - (4) Nondisclosure agreement
 - (a) Statement confirming you are taking the CDA Exam to earn a CDA credential
 - (5) Password
 - (a) Secret word used along with username to enter My Account on PearsonVUE
 - (b) Used to schedule CDA Exam
 - (c) Record and keep personally create password in a private place

- (6) PearsonVue
 - (a) Owner and provider of CDA Exam test centers
 - (b) Place where CDA Exam is taken
- (7) Review Screen
 - (a) Viewable after clicking through all 65 test questions
 - (b) Displays questions
 - (i) Completed
 - (ii) Incomplete/Unanswered
 - (iii) Flagged
 - (c) May review questions if time allows
- (8) Rules Agreement
 - (a) Outlines rules to be followed at test center
 - (b) Sign before entering the testing room
- (9) Username
 - (a) Unique word used along with password to enter My Account on PearsonVUE
 - (b) Used to schedule CDA Exam
 - (c) Record and keep personally create username in a private place
- (10) Valid Photo ID
 - (a) Must be presented at test center
 - (b) Any non-expired photo identification is acceptable
 - (c) Name on ID must match name on application
- ii) The Verification Visit
 - (1) Comprehensive Scoring System (CSI)
 - (b) Official form used by the PD Specialist
 - (c) Records the scores of the candidate in the thirteen functional areas using the professional portfolio
 - (d) Direct observation of candidate working with children
 - (2) Recommended Scores
 - (a) Item level scores determined by the PD Specialist
 - (b) Recommended scores are submitted to the council
 - (c) The recommended scores from the verification visit are combined with the CDA Exam to reach a cumulative score
 - (d) The council will use the cumulative score to determine if the CDA has been earned, if earn the candidate will be awarded the CDA credential
 - (3) Reflective Dialogue
 - (e) Conversation between candidate and PD Specialist at conclusion of verification visit
 - (f) Candidate reflects on strengths and area for professional growth
 - (i) Used to set professional goals
 - (g) Is not scored and has no bearing on the awarding of CDA credential
 - (4) The R.O.R. Model
 - (a) Review-Observe-Reflect
 - (b) Used during the CDA PD Specialist verification visit
 - (c) Review candidate's professional portfolio
 - (d) Observe candidate working with children
 - (e) Reflect with candidate about their strengths and opportunities for growth
- d) Earn
 - i) Credential
 - (1) Written document from Council for Professional Recognition
 - (2) Verifies early learning professional has met the CDA Competency Standards

- e) Renew
 - i) Renewal
 - (1) Process of revalidating the CDA credential
 - (2) Valid for three years
 - (3) Apply for renewal ninety days before expiration
- 6. Complete the CDA credential application.
- 7. Practice the verification visit reflective dialogue.
- 8. Organize the professional portfolio using the CDA professional portfolio checklist.
- 9. Complete the summary of my CDA education form.
- 10. Place the CDA verification visit reflective dialogue worksheet and the comprehensive scoring instrument in the portfolio for use by the CDA PD Specialist during the verification visit.