

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: I-Human Resources Management

Section: 1302.91 Staff Qualification and Competency Requirements

Subject: CDA Requirement

Policy:

Every teacher's assistant will obtain a National Child Development Associate or the Florida Child Care Professional Credential (CDA/FCCPC) within two years of employment with the agency. Early Head Start teachers are required to have a (CDA/FCCPC) as well. This policy only applies to those without a higher degree in Childhood Education.

Procedure:

1. The Education Coordinator or Education Specialist will discuss the requirements for receiving the CDA or FCCPC credential with the teaching staff to decide the best course to take in pursuing the needed credential.
2. The teaching staff will take the required courses in obtaining the Child Development Associate (CDA) or Florida Child Care Professional Credential FCCPC (Florida's equivalent).
3. A CDA packet will be ordered for each candidate that chooses the CDA credential. All candidates will follow the procedures according to the CDA packet.
4. The Education Coordinator or Education Specialist will complete the classroom observation for the CDA candidate if allowable according to the CDA or FCCPC policies and be available as a resource to help the candidate when needed.
5. The agency will pay for the teaching staffs' class and the CDA packet after the teaching staff applies for and receives a denial from the T.E.A.C.H scholarship and/or the Pell grant. The agency will also pay for the initial assessment fee unless the teaching staff has a contract with TEACH in which the agency will pay a percentage according to the scholarship contract.
6. If the teaching staff does not receive his/her CDA Credential the first time, he/she will have to go through the process again and pay the assessment fee themselves.
7. The teaching staff will be allowed to attempt the CDA Credential twice. If after the second attempt, the candidate does not receive the credential, he/she will be offered another position if available, as he/she cannot remain in the classroom.

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8. Due to the pandemic the teaching staff that need to earn their CDA or FCCPC will be granted an extension to complete the CDA or FCCPC process.