



## CDA-Ready Certificate Documentation Infant/Toddler

Developed from “The Child Development Associate: Assessment System and Competency Standards Infant/Toddler Caregivers in Center-based Programs,” Second Edition, ©2006, [www.cdacouncil.org](http://www.cdacouncil.org).

Student Name \_\_\_\_\_

School \_\_\_\_\_

Instructor \_\_\_\_\_

Instructor Phone \_\_\_\_\_

Instructor E-mail \_\_\_\_\_

Requirements	Date 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	
Signed Ethical Code of Conduct Statement	
<b>Professional Resource File</b>	
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	
<b>Resource Collection</b>	
<b>Competency Goal I</b>	
1. Your valid and current certificate of completion cards from a firstaid course and an infant/child CPR course offered by a nationally-recognized training organization. Online training is NOT acceptable.	

Requirements	Date Completed
2. Provide one feeding schedule or menu used for each age group (young infants, mobile infants, and toddlers). The feeding schedules and/or menus would ideally be ones 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 feeding schedules or menus found on the internet.	
3. Provide a sample of your weekly plan that includes goals for children's learning and development, brief description of planned learning experiences and also accommodations for children with special needs (whether for children you currently serve or may serve in the future). Indicate the age group(s) for which the plan is intended.	
<b>Competency Goal II</b>	
Nine learning experiences, written in your own words. For each experience, indicate the age group (three for young infants, three for mobile infants, and three for toddlers) and list the intended goals, materials, and process/teaching strategies and specify how it is developmentally appropriate for that age group.	
<b>Competency Goal III</b>	
A bibliography that includes the titles, authors, publishers and copyright dates and a short summary of ten developmentally appropriate children's books <i>that you have used</i> to support development of children's self-concept and self-esteem, and to help children deal with life's challenges.	
<b>Competency Goal IV</b>	
1. The name and contact information (phone number, web site, etc.) of a local agency that provides family counseling.	
2. The name and contact information (phone number, web site, 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.	
<b>Competency Goal V</b>	
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. <i>Do not include the child's name.</i>	
<b>Competency Goal VI</b>	
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-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 they each offer.	

<b>Requirements</b>	<b>Date Completed</b>
3. Summary 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.	
4. CDA Assessment Observation, unofficial with feedback	
5. Child Care and Support Services Management NOCTI #7933 Scores, Written and Performance - PA Certificate of Competency or PA Skills Certificate achieved	