

Procedure Section 1: Scope of Work

- **Purpose Statement:** At Learning Care Group, we encourage professional development by providing opportunities to achieve the nationally recognized Child Development Associates (CDA) credential through the Council for Professional Recognition.
- For candidates pursuing the CDA credential through Learning Care Group's CDA Preparation Program the following resources are provided:
 - 120 hours of training
 - Textbooks
 - Six, 2-hour long virtual classroom training sessions
 - Live training support
 - One-on-one support upon request
 - A voucher to pay the application fee to apply for the CDA
 - Please Note: If the CDA candidate misses/reschedules the CDA Exam or fails to achieve their CDA credential, they will be required to pay the cancellation or rescheduling fees out-of-pocket.
- For candidates pursuing a CDA through other sources or are seeking a CDA credential renewal through LCG, they may apply for tuition reimbursement. In doing so, reimbursement will be subject to the criteria stated in the [TUITION REIMBURSEMENT PROCEDURE](#).
 - A CDA Credential is valid for three years from the date of award, employees may renew their CDA credential 6 months prior to the expiration. Credentials and expiration dates must be added to the Employee's Skills and Qualifications in LCG360.
- Upon receipt of a CDA Credential, employees will commit to staying employed with Learning Care Group for a minimum of one year. If the employee leaves prior to the one-year commitment, the employee will be required to pay back the applicable CDA fee.

Procedure Section 2: Eligibility and Program Requirements

- CDA Preparation candidates must meet the following eligibility requirements in order to participate in the program:
 - Employed with LCG for at least 90 days
 - Completed Start Smart New Employee Orientation (NEO)
 - Classified with an Assistant Teacher, Teacher, Lead Teacher, or Team Lead job code
 - Work in an Infant, Toddler, Twos, Early Preschool, Preschool, Pre-Kindergarten, or Junior Kindergarten classroom.
 - Have access to a personal device and internet access outside of work
- Failure to complete all 120 hours of training within 6 months of starting the program OR 3 consecutive months of inactivity (i.e. no CDA courses completed in 3 months) will result in removal from the CDA program.
 - The candidate must achieve their CDA credential (including submission of their portfolio, a verification visit, and passing of the CDA exam) within 8 months of entering the program, but no later than 12 months. Failure to meet this time requirement will result in removal of the program.
 - If removed from the programs, candidates may use the training hours they achieved and may continue pursuing their CDA using the Tuition Reimbursement program.
- Upon achieving at least 90 hours of training, the candidate is encouraged to attend a series of 6 virtual classroom training (VCT) sessions. These sessions will account for 12 hours of training and include assignments that will assist the candidate in creating their professional portfolio.
- All training hours are unpaid and must be completed outside of the candidate's work hours on the candidate's personal device and internet access. Candidates must work independently on all course work and assignments.
 - Candidates should request textbooks from school management to be ordered via Coupa.



CHILD DEVELOPMENT ASSOCIATES (CDA) PROCEDURE

This procedure supersedes any and all previous policy or procedure on the subject matter.

Procedure Section 3: Professional Development (PD) Specialists

- Learning Care Group employees are permitted to act as Professional Development (PD) Specialists for the Council of Recognition, but must abide by the following:
 - You may **not** conduct verification visits for Learning Care Group Employees. It constitutes a conflict of interest.
 - You must use Paid Time off ("PTO") when conducting verification visits that occur during normal operating hours.
 - PTO must be approved by your manager, per the [EMPLOYEE HANDBOOK](#) Time Off policy.

Procedure Section 4: Related Policies, Procedures, and Operational Documents

[EMPLOYEE HANDBOOK](#)

[TUITION REIMBURSEMENT PROCEDURE](#)