# *Starts Spring 2024!*
# CDA Online Training Catalog

## EARN 120 HOURS NATIONALLY:

- ❖ **CHILD DEVELOPMENT ASSOCIATE (CDA)**

- ❖ **TEACHING LICENSE RENEWAL**

- ❖ **NEVADA REGISTRY APPROVED COURSES!!**

Child Care Training Consultants, LLC is offering CDA "Preschool Setting" courses that provide Continuing Education Units (CEU's) to providers locally, nationally, and globally. "Child Care Training Consultants, LLC., is Accredited by the International Association for Continuing Education and Training (IACET)." All CDA training courses are also approved by the Nevada Registry.

**THE NEVADA REGISTRY TRAINING APPROVED**

**ACCREDITED IACET PROVIDER**

## FOR MORE INFORMATION

**Contact: Dr Theresa Vadala (CEO/Child Care Training Consultants, LLC.)**

**Visit our website: www.childcaretrainingclasses.org**

**Email: childcaretrainingconsultants1@gmail.com**

**Business Phone # (702)837-2434**

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**Theresa Vadala, Ed. D**

**Child Care Training Consultants, LLC**

**Las Vegas, Nevada 89139**

**Limits of Liability and Disclaimer of Warranty**

The contents of this Child Care Training Consultants, LLC training courses are for Educational Purposes Only. While every precaution has been taken in preparing the training manual, including research, development, and testing, the Author assumes no responsibility for errors or omissions. No liability is assumed by the Author for damages resulting in the use of this information.

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## About the Course Designer

Theresa has over 30 years experience in the field of Early Childhood Education. During that time, she served as a Preschool Teacher, Disabilities Coordinator, Program Facilitator, and Director of an Early Childcare Program. She has a Doctoral Degree in Educational Leadership with Specialization in Curriculum and Instructional Design. Theresa is a Professional Growth & Development Trainer and Curriculum Designer and offers web-based courses internationally. She is the Executive Director/Owner of of the training organization Child Care Training Consultants, LLC., (CCTC).

## Business Description – Child Care Training Consultants, LLC

Child Care Training Consultants, LLC. (CCTC) is an accredited provider (AP) with the International Association for Continuing Education and Training (IACET) that provides Continuing Education Units (CEU) for adult education nationally. The business is also a recognized training organization with the Council for Professional Recognition, Child Development Associate Council (CDA), National Credentialing Program.

## Mission & Vision Statement

### Mission Statement

"Child Care Training Consultants, LLC  is committed to design, develop, and implement current research-based professional growth and development training courses focused on core knowledge areas and competencies to assist families, educators, and leadership in achieving high standards of learning to ultimately achieve higher child outcomes."

### Vision

The vision of Child Care Training Consultants, LLC's is to provide the early childhood community with quality ongoing professional growth and development rich in context that provides value to the audience and content made available to learners.

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**Earn your CDA!!! (120 Hours of Professional Development)**

A Child Development Associate (CDA) can be obtained in three settings:  center-based, family childcare, and home visitor,   with 120 hours of child care training required in the eight CDA content areas, with a minimum of 10 hours in each content area. The online training modules below meet the 120 clock hours of professional development required by the Council for Professional Recognition and are specific to a Preschool Setting.

(For more information about the CDA process, please visit: https://www.cdacouncil.org or contact the Council at cdafeedback@cdacouncil.org.)

**The CDA Training  Modules 1-8 are available as a course group rate. The <u>course group rate is $159.00 per person</u> for 48 online courses that equal 120 hours of training required to earn your CDA.**

(NOTE: The course group rate does not include any CDA Council Registration Fees, materials or exam. The course group rate covers the 120 hours of formal early childhood education training, covering the growth and development of children ages 3 to 5 years, with no fewer than 10 training hours in each of the eight CDA® subject areas.)

**Teaching License Renewal (120 Hours of Professional Development)**

After earning a teaching certification, educators from many states must maintain their credential. The Professional Educator License  remains valid for five years in some states. At the end of five years, educators must complete 120 hours of professional development to renew their license. This requirement applies to all licensed teachers, including those with a master's degree. Teachers can meet the professional development requirement in many ways. They can complete college coursework at an accredited institution or take workshops or online professional development courses. (NOTE: Professional Development hours may vary for each state. Check with your state's licensing requirements).

**Please email Theresa Vadala, Ed.D. at childcaretrainingconsultants1@gmail.com for more information.**

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## CDA Credential Checklist

**NOTE: Child Care Training Consultants, LLC., (CCTC) offers the 120 hours of professional education covering the eight CDA Subject Areas at a reduced rate.**

**You are responsible for purchasing the CDA Competency Standards Book from CDA Council that explains all other tasks and fees required.**

Contact Theresa Vadala, Ed.D., regarding CDA Training Fees at (702)837-2434 or email at childcaretrainingconsultants1@gmail.com

| | |
|---|---|
| **Before you Apply** | ❑ Completed 120 hours of professional education covering the eight CDA Subject Areas. |
| **Within 3 Years of Submitting Application** | ❑ Worked 480 hours with children whose ages are specific to the setting for which I am applying for my CDA Credential. |
| **Within 6 Months of Submitting Application** | ❑ Prepare your Professional Portfolio including a cover sheet.<br>❑ Completed the Summary of My CDA Education cover sheet and assembled transcripts, certificates, and or letters.<br>❑ Distributed and collected Family Questionnaires, completed Family Questionnaires Summary sheet.<br>❑ Reflected on the feedback received from the Family Questionnaires and wrote Areas of Strength and Areas for Professional Growth.<br>❑ Wrote Six Reflective Statements of Competence.<br>❑ Gathered all the items for Resource Collection.<br>❑ Wrote a Professional Philosophy Statement. |
| **Apply** | ❑ Selected my Professional Development Specialist (PDS) and confirmed availability from PDS<br><br>Name:_____<br><br>Email:_____<br><br>Phone: _____<br><br>PD Specialist ID# _____<br>❑ Completed Director's Permission Statement<br>❑ Submitted application and paid assessment fee<br>❑ Received READY TO SCHEDULE notification from the Council<br>❑ Scheduled CDA Verification Visit with PD Specialist<br><br>Date:                              Time: |

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**Training Content Aligns to Child Development Associate (CDA) Standards**

### The Child Development Associate (CDA) Credential

The CDA Program is designed to assess and credential early childhood education professionals. The Council recognizes and credentials professionals who work in all types of early care and education programs - Pre-k, infant-toddler, family childcare, and home visitor programs. The training content aligns with the CDA competency standards and functional areas.

### CDA Competency Standards and Functional Areas

Goal I. To establish and maintain a safe, healthy learning environment.
1. Safe
2. Healthy
3. Learning Environment

Goal II. To advance physical and intellectual competence.
4. Physical
5. Cognitive
6. Communicative
7. Creative

Goal III. To support social and emotional development and to provide positive guidance.
8. Self
9. Social
10. Guidance

Goal IV. To establish positive and productive relationships with families.
11. Families

Goal V. To ensure a well-run, purposeful program responsive to participant needs.
12. Program Management

Goal VI. To maintain a commitment to professionalism.
13. Professionalism

### *CDA Subject Areas*

❑ Planning a safe and healthy learning environment

❑ Advancing children's physical and intellectual development

❑ Supporting children's social and emotional development

❑ Building productive relationships with families

❑ Managing an effective program operation

❑ Maintaining a commitment to professionalism

❑ Observing and recording children's behavior

❑ Understanding principles of child development and learning

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## CDA Eligibility Requirements

Three main requirements to meet eligibility include the following;

1. A minimum of a high school diploma/GED or current enrollment in a high school career/technical program is required to apply for the CDA.

2. A total of 480 clock hours of experience working with children within three years of beginning your application is required.

3. 120 hours of training in eight subject areas is required, all available in the Child Care Training Consultants, LLC online CDA coursework provided.

## The CDA Application

Once you are eligible to complete the CDA application and completed the required coursework, you then need to purchase the CDA Competency Standards Book from the Council for Professional Recognition. This CDA Competency Standards Book provides you with all the steps required to prepare for the application process, including:

- Preparation of the Professional Portfolio – a collection of resources.
- Reflective Statements of Competence
- Professional Philosophy Statement
- Family Questionnaires – to be distributed to the families of children in your care; the questionnaires highlight areas of strength as well as areas of growth.

The next step is to start the Council for Professional Recognition's application process, either online or on paper. To apply for your initial CDA Credential, contact the CDA Council.

As part of the application process, you will select a CDA Professional Development (PD) Specialist from the Council's online directory. This person will observe you working with young children as part of the process. After you complete the CDA Application Process, you will need to take your Childhood Development Associate credential test. Information is located on the CDA website.

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## About The Child Development Associate (CDA) Credential™

The Child Development Associate (CDA) Credential™ is the most widely recognized credential in early childhood education (ECE) and is a key process on the path of career advancement in ECE. The Child Development Associate (CDA) Credential™ is based on a core set of competency standards, which guide early care professionals as they work toward becoming qualified teachers of young children. The Council works to ensure that the nationally-transferable CDA is a credible and valid credential, recognized by the profession as a vital part of professional development. The Child Development Associate provides knowledge of how to put the CDA Competency Standards into practice and understanding of why those standards help children move with success from one developmental stage to another. The CDA credential provides knowledge on how to nurture the emotional, physical, intellectual, and social development of children.

## Benefits of The Child Development Associate (CDA) Credential™

- Advance your career
- Meet job requirements
- Reinforce your commitment to early childhood education
- Provide parents with peace of mind
- Understand developmentally appropriate practice
- Increase your confidence

## How many hours of work experience are required to apply for the CDA Credential?

You are required to complete 480 hours of professional work experience with young children. Your work experience must be with children of the correct age according to the CDA setting you are applying for. Your experience may be as a paid staff or volunteer. As a reminder, the CDA settings and age ranges are:

- **PRESCHOOL:** A center-based preschool setting is a state-approved child development center where a Candidate can be observed working with a group of at least eight children, all of whom are ages 3 through 5 years old.

- **INFANT-TODDLER:** A center-based infant-toddler setting is a state-approved child development center where a Candidate can be observed working with a group of at least three children, all of whom are **under** the age of 3 years old.

- **FAMILY CHILD CARE:** A family childcare setting is a family childcare home where a Candidate can be observed working with at least two children 5 years old or younger who are not related to the Candidate by blood or marriage. The setting must meet at least the minimum level of applicable state and/or local regulations. Family childcare settings are also eligible in localities where there is no regulation of family childcare.

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## The Child Development Associate® National Credentialing Program and CDA® Competency Standards Book

Candidates applying for an initial CDA Credential are required to purchase a CDA Competency Standards book specific to the setting for which they are applying. The CDA Competency Standards book gives Candidates a detailed guide through the CDA credentialing process and requirements. This book and additional materials are available for purchase through the Council's website.

**Introduction to the CDA Portfolio**. The Competency Standards book provides information about the entire CDA Credentialing process and includes detailed instructions for completing your Professional Portfolio.

**What is the Professional Portfolio?**

The Professional Portfolio is intended to be a reflective professional development experience for you. You are encouraged to use and add to your Portfolio as you grow throughout your career. The Professional Portfolio is compiled independently by each Candidate as part of the CDA credentialing process. The compiled resources and documents are reviewed by the CDA Professional Development Specialist during the CDA Verification Visit. The Professional Portfolio is composed of:

• Education Documentation

• Family Questionnaires

• Six (6) Reflective Statements of Competence

• Ten (10) Resources

• A Professional Philosophy Statement


**What are Family Questionnaires?**

Family Questionnaires are a required component of the CDA Professional Portfolio. Candidates are required to distribute the questionnaires to the families they serve and include them in their CDA Professional Portfolio. The Family Questionnaires allow the Candidate to review and address feedback from the families they serve to aid in their professional development. The Family Questionnaires form you will use to distribute to families is included in your Competency Standards book. However, you can also find a copy of the form on the Council's website.

**Continued Education Training**

**What forms of documentation of training can be submitted to the Council?**

Proof of your professional education must include transcripts, certificates or letters (originals or copies) in your professional portfolio.

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## Reviewing Certificates or Transcripts

### Acceptable Certificates
Official documentation of training must be provided in the form of a certificate, letter on official letterhead, or a college transcript. Training documentation should include:

> **A.** Training agency's name and address (seal/logo)
> **B.** Candidate's name
> **C.** Date of the training session(s)
> **D.** Content Areas
> **E.** Number of hours successfully completed
> **F.** Authorized signature
> **G.** Training Title/Topic

### Unacceptable Certificates
- Training obtained from directors or training coordinators of programs that do not sponsor training
- Training obtained at conferences.
- Training obtained from individual consultants. (such as TA providers providing one-on-one training, etc)

### Minimum of high school diploma/GED or enrolled in a high school career and technical program
CDA Candidates must have a high school diploma/GED or be currently enrolled in a family and consumer sciences education program in the area of Early Childhood Education/Child Development.

### 120 hours of education in 8 Subject Areas
Candidates must complete 120 hours of formal early childhood education training, covering the growth and development of children ages birth to 5 years, with no fewer than 10 training hours in each of the 8 CDA Subject Areas:
1. Planning a safe and healthy learning environment
2. Advancing children's physical and intellectual development
3. Supporting children's social and emotional development
4. Building productive relationships with families
5. Managing an effective program operation
6. Maintaining a commitment to professionalism
7. Observing and recording children's behavior
8. Understanding principles of child development and learning

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## Professional Development (PD) Specialists

When filling out the CDA application, the CDA Candidate must include the ID number of the PD Specialist that has agreed to conduct the Verification Visit for the Candidate. To aid Candidates in locating a PD Specialist, the Council has provided a FIND-a-PD Specialist tool on their website or call the Council if you are unable to locate a PD Specialist. Be sure to review the PD Specialists Conflicts of Interest section of your Competency Standards book to ensure your selection is suitable.

### Application

You may apply for your CDA either online or by mailing in a paper application. The fees for the two methods differ. If you choose to mail in your CDA application, you will find the application materials in your CDA Competency Standards book.

### Scholarship

Check your place of employment for scholarships.

### Ready to Schedule

Once your CDA application has been reviewed and approved by the Council, you will receive a *Ready to Schedule* notice informing you of the timeframe within which you must complete your Verification Visit and CDA Exam. It is important to include a valid email to ensure you receive this important information.

### Verification Visit

After you receive your *Ready to Schedule* notice, you will contact your PD Specialist to set up a time for your Verification Visit. If you are in a center-based program, you must receive permission from your Director to schedule the Verification Visit, which will take about four hours. During your Verification Visit, you must be observed working as a lead teacher with a group of at least two children in a home-based program, and at least three children in a center-based program. The observation must take place at the center or home where the Candidate works or volunteers with children.

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## Professional Development (PD) Specialists

The CDA PD Specialist conducts the CDA Verification Visit with the Candidate. During the CDA Verification Visit the CDA PD Specialist:

• Reviews the Candidate's Professional Portfolio

• Observes the Candidate working with children

• Facilitates a reflective dialogue with the Candidate.

At the end of the CDA Verification Visit, the CDA PD Specialist electronically submits the Candidate's scores to the Council.


### CDA Exam

After you receive your **Ready to Schedule** notice, you may schedule your CDA Exam found on the CDA website to find a testing center near you. The CDA Exam has 65 multiple-choice questions – 60 questions and 5 scenario questions (with a short narrative and photo). The Candidate will have up to one hour and 45 minutes to complete the exam.


### How long will it take for the Council to make a credentialing decision?

There is no set timeframe for the Council to make a credentialing decision, as there are a number of factors that may delay the process. Generally, once a Candidate has successfully completed the CDA Exam and Verification Visit, the scores are transmitted to the Council within 24-48 hours. If there are no errors nor missing information, the credentialing decision may take 1-3 business days. If there is an error or information is missing, the review process to retrieve missing items and/or correct errors may take a minimum of 4-6 weeks for a credentialing decision to be made.

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## CDA Renewal

**Will I be notified when it is time to renew my CDA Credential?**

The Council will send a courtesy email reminder when it is time to renew your CDA credential. However, this email is a courtesy and is not guaranteed, nor should it be the sole reminder for renewing your CDA Credential. To help ensure you do not miss these courtesy reminders, please make sure the Council always has your current email on file.

**When do I need to renew my CDA Credential?**

Your CDA expires after 3 years. You may begin the renewal process well in advance of your application submission date and you may submit your renewal application up to 6 months before your expiration date.

**Renewal Requirements**

The Child Development Associate® National Credentialing Program Renewal Procedures Guide for Preschool, Infant-Toddler, and Family Child Care Settings provides detailed information about the steps you must take to renew your CDA. A brief overview of the Renewal steps are included below:

- Continued educational training
- First Aid and Infant and Child (Pediatric) CPR certification
- Minimum of 80 hours working with young children
- Choose an ECE Reviewer to complete your recommendation
- Membership in a national or local early childhood professional organization
- Visit the Council's website to view the CDA Renewal Procedures Guide

**Child Development Associate (CDA) Courses**

Nationally Recognized Credential/48 Courses/120 Hours/ 100% Online/Complete at your own pace!

**How to Register**

The CDA Training Modules 1-8 are available as a course group rate. The course group rate is $159.00 per person for 48 online courses that equal 120 hours of training required to earn your CDA.

(NOTE: The course group rate does not include any CDA Council Registration Fees, materials or exam. The course group rate covers the 120 hours of formal early childhood education training, covering the growth and development of children ages 3 to 5 years, with no fewer than 10 training hours in each of the eight CDA® subject areas.)

Please email Theresa Vadala, Ed.D. at childcaretrainingconsultants1@gmail.com for more information.
Website: www.childcaretrainingclasses.org

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Curriculum Designer/Instructor Assistant:** Heidi Greenback

**Language:** English

**Developmental Domain:** ☐Beginning X Intermediate XAdvanced

**Learning Methodology and Time:** Online/Self-paced Training/Available 24/7

**Course Fees:** (CDA Individual Courses or CDA Course Group Rate)

**Prerequisite/s:** This course meets the requirements for the 120 hours professional development required for the CDA.

**Target Audience:** Early childhood educators who want to earn a Child Development Associate (CDA) to advance their career, meet job requirements, reinforce their commitment to early childhood education, and understand developmentally appropriate practices. Also, educators who must maintain their credential and need to complete 120 hours of professional development to renew their license.

**Learning Assessment Method:** Learners will be assessed by answering questions at the end of reading the course self-study guide. Learners must complete the quiz with 100% and complete the course evaluation to obtain a certificate of completion.

**Logistics/Required Technology:** Stable Internet Access/Computer/Tablet/Self-study Guide/PPT/PDF Access

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**Payment Methods**

**Tuition Reimbursement and/or Tuition Scholarship from your Organization**

You may qualify for tuition scholarship and/or reimbursement from your organization. Check out the scholarship and reimbursement programs that may be available at your organization in your state.

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**(702)837-2434**
**For any questions or tech support**
**Contact Information:**

Child Care Training Consultants, LLC

Theresa Vadala, Ed.D (702)837-2434

Email: childcaretrainingconsultants1@gmail.com

**www.childcaretrainingclasses.org**

*We are Happy to help!*

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**CDA Training Modules consist of 48 Courses equivalent to 120 Hours in the following subject areas.**

| CDA Subject Areas | Number of Courses | HRS | CEUs |
|---|---|---|---|
| 1. Planning a safe and healthy learning environment (HLT.SAF) | 7 | 13 | 1.3 |
| 2. Advancing children's physical and intellectual development (PHY.INT) | 9 | 22 | 2.2 |
| 3. Supporting children's social and emotional development (SOC.EM) | 6 | 14 | 1.4 |
| 4. Building productive relationships with families (FAM) | 5 | 10 | 1.0 |
| 5. Managing an effective program operation (PROG.OP) | 5 | 15 | 1.5 |
| 6. Maintaining a commitment to professionalism (PROF) | 5 | 15 | 1.5 |
| 7. Observing and recording children's behavior (OB.REC) | 5 | 14 | 1.4 |
| 8. Understanding principles of child development and learning (CHDV) | 6 | 16 | 1.6 |
| **Total Hours and CEUs** | **48 Courses** | **120 HRS** | **12 CEUs** |

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## Module 1
## CDA Subject Area 1: Safe and Healthy Learning Environment

| | Module 1: Safe and Healthy Learning Environment (13 Hours/ 1.3 CEUs) – CDA Setting: All | Hours | CEUs |
|---|---|---|---|
| 1 | CDA HLT.SAF 1.A Good Nutrition and Wellness | 2 | 0.2 |
| 2 | CDA HLT.SAF 1.B Recognizing and Reporting Child Abuse & Neglect | 2 | 0.2 |
| 3 | CDA HLT.SAF 1.C School Readiness: The Transition to Kindergarten | 2 | 0.2 |
| 4 | CDA HLT.SAF 1.D Emergency Preparedness and Response Planning from Natural and Man-Made Events | 2 | 0.2 |
| 5 | CDA HLT.SAF 1.E Building and Physical Premises Safety including Storage of Bio-Contaminants and Hazardous Materials | 2 | 0.2 |
| 6 | CDA HLT.SAF 1.F Healthy Eating in Child Care | 2 | 0.2 |
| 7 | CDA HLT.SAF 1.G Transportation Safety in the Child Care Environment | 1 | 0.1 |
| | **Total Hours and CEUs** | **13 HRS** | **1.3 CEUs** |

**Module 1 - CDA Subject Area 1: Planning a Safe and Healthy Learning Environment consist of 7 classes and equals 13 clock hours/1.3 CEUs.** It is the first of eight modules designed to meet the 120 classroom hours in the eight CDA Subject areas required to obtain a CDA. Module 1 also includes environmental health, potentially hazardous environmental factors, and safe appropriate procedures for ensuring age-appropriate toys for children of various age groups and developmental levels. The recommended childcare guidelines to emergency preparedness and response planning from natural disasters or man-made events and safe practices when transporting children are included in this section. **Examples:** Safety, first aid, health, nutrition, space planning, materials and equipment, play.

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## CDA Subject Area 1: Planning a safe and healthy learning environment

### CDA HLT.SAF 1.A Good Nutrition and Wellness

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

Time: 2 Clock Hour/0.2 CEU /Available 24/7

**Course Fees:** $12.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** The goal of this training is to inform participants on demonstrating good nutrition habits and wellness in the early childhood center. Identify the main causes of childhood obesity and the updated 2020 - 2025 Dietary Guidelines. Identify gross motor and coordination activities to share with families, benefits of exercising, developmentally appropriate environments for young children to incorporate into daily teaching practices!

### CDA HLT.SAF 1.B  Recognizing and Reporting Child Abuse & Neglect

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

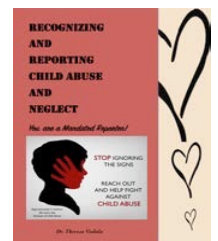**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

Time: 2 Clock Hour/0.2 CEU /Available 24/7

**Course Fees:** $12.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Recognize the four types of abuse; emotional abuse, sexual abuse, neglect, and physical abuse. Learn how to recognize signs and symptoms of abuse to help caregivers deal with stressful situations. Explore signs of maltreatment, child abuse definitions, and indicators, and responding to, and reporting a disclosure.

### CDA HLT.SAF 1.C  School Readiness: The Transition to Kindergarten

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

Time: 2 Clock Hour/0.2 CEU /Available 24/7

**Course Fees:** $12.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** School readiness is a prevalent issue facing the nation today and mandated initiatives have placed rigorous demands on schools and educators. This training provides research-based knowledge on kindergarten "the new first grade" with recommendations on how young children can experience a smoother transition to kindergarten. Learn what every public and private preschool and kindergarten teacher, leader, and parent should know about the rigorous transition to kindergarten, children's school readiness, and best practices based on what schools are doing across the nation.

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## CDA Subject Area 1: Planning a safe and healthy learning environment

### CDA HLT.SAF 1.D Emergency Preparedness and Response Planning from Natural and Man-Made Events

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
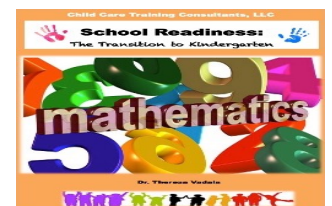**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 2 Clock Hour/0.2 CEU /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn the recommended childcare guidelines to emergency preparedness and response planning from natural disasters or man-made events. Every school Emergency Operating Procedure (EOP) should include courses of action that will describe how students and staff can effectively respond to emergency situations to minimize the loss of life. Define mitigation as it relates to emergency management and teach children how to be resilient during emergency situations. Develop an emergency preparation checklist, prepare an emergency kit, and identify a response and recovery area for all children.

### CDA HLT.SAF 1.E Building and Physical Premises Safety including Storage of Bio-Contaminants and Hazardous Materials

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 2 Clock Hour/0.2 CEU /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Be ready to implement safety standards, guidelines, and practices regarding building and physical premises safety in the early childcare environment. The information includes environmental health, potentially hazardous environmental factors, including plants, insects and toxic fumes and safe appropriate procedures for ensuring age-appropriate toys for children of various age groups and developmental levels. Storage of bio-contaminants and hazardous materials are also discussed. Note: Always follow the licensing regulations for your state as they may vary from state to state.

### CDA HLT.SAF 1.F Healthy Eating in Child Care

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 2 Clock Hour/0.2 CEU /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Explore nutrition principles, health facts, sodium and sugar intake, and the dietary guidelines for Americans, identify guidelines for health standards and nutrition, implement policies that include, but not limited to food hygiene, hand washing, special diets and food allergies.

Applying New Knowledge: Learning & Transfer

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## CDA Subject Area 1: Planning a safe and healthy learning environment

### CDA HLT.SAF 1.G Transportation Safety in the Child Care Environment

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 1 Clock Hour/0.1 CEU /Available 24/7
**Course Fees:** $5.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Transporting children in childcare is a high-risk activity. Careful planning, proactive, and protective measures must be taken for Childcare operators, staff, and parents when transporting children on field trips. Learn safe practices when transporting children and adhere to all National Transportation Board Guidelines. Careful planning reduces the risk of harm or injury to children and reduces liability for childcare operators and their programs.

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## Module 2
## CDA Subject Area 2: Children's Physical and Intellectual Development

| | Module 2: Children's Physical and Intellectual Development (19 Hours/ 1.9 CEUs) – CDA Setting: All | Hours | CEUs |
|---|---|---|---|
| 1 | CDA PHY.INT 2.A UNIT 4 The Growing Brain: Cognitive and Executive Function | 3 | 0.3 |
| 2 | CDA PHY.INT 2.B UNIT 7 The Growing Brain: Everyday Play | 3 | 0.3 |
| 3 | CDA PHY.INT 2.C Preschool Coding & Robotics | 3 | 0.3 |
| 4 | CDA PHY.INT 2.D Child-Friendly, Family Friendly and Eco-Friendly Classrooms | 3 | 0.3 |
| 5 | CDA PHY.INT 2.E The Skeletal System: What's inside of you! | 3 | 0.3 |
| 6 | CDA PHY.INT 2.F Electricity & Circuits: The Current Runs through it! | 1 | 0.1 |
| 7 | CDA PHY.INT 2.G Preschool Basics on Motion & Forces: Newton's Law of Motion | 2 | 0.2 |
| 8 | CDA PHY.INT 2.H Math & Science Activities for Preschoolers | 1 | 0.1 |
| 9 | CDA PHY.INT 2.I Early Childhood Language Development: Phonological Awareness | 3 | 0.3 |
| | **Total Hours and CEUs** | **22 HRS** | **2.2 CEUs** |

**Module 2 - CDA Subject Area 2: Children's Physical and Intellectual Development consist of 9 classes and equals 22 clock hours/2.2 CEUs.**

It is the second of eight modules designed to meet the 120 classroom hours in the eight CDA Subject areas required to obtain a CDA.

**Examples:** Large and small muscles, language and literacy, discovery, art, music, mathematics, social studies, science, technology, and dual language learning.

## CDA Subject Area 2: Advancing children's physical and intellectual development

### CDA PHY.INT 2.A UNIT 4 The Growing Brain – Cognitive and Executive Function

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

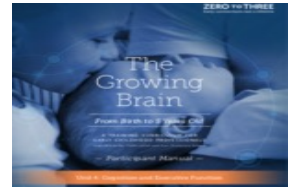**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Children learn best when caregivers follow their lead and use everyday experiences to teach important concepts. Explore how helping children you serve see themselves as good learners builds their confidence, making it more likely that they will persevere through the challenges they encounter.

### CDA PHY/INT 2.B UNIT 7 The Growing Brain – Everyday Play

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
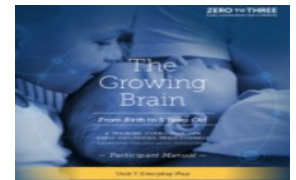
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Play builds children's capabilities in all areas of development. Children benefit from free play -with no adult scaffolding-and guided play. The adult's goal is to support the child's testing of ideas and producing their own solutions.

### CDA PHY.INT 2.C Preschool Coding & Robotics

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn how preschool coding and robotics activities enhance programming and engineering skills for children at an early age. When children are given age-appropriate tools to incorporate in their daily learning activities, they become more engaged in open-ended play, expressive arts, culturally diverse activities, integration of technology skills, and math and language skills. Children will learn how to problem solve, explore cause and effect, and use sequencing skills to create robots through age-appropriate coding and robotic activities.

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## CDA Subject Area 2: Advancing children's physical and intellectual development

### CDA PHY.INT 2.D Child-Friendly, Family Friendly and Eco-Friendly Classrooms

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Learn the elements to a family-child friendly school and create a child-friendly classroom and "green" your classroom. The ability of a school to be and to call itself child-friendly is directly linked to the support, participation, and collaboration it receives from families. Child-friendly schools aim to develop a learning environment in which children are motivated and able to learn.

### CDA PHY.INT 2.E The Skeletal System: What's inside of you!

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
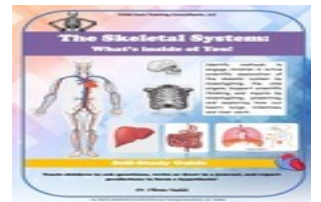**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Engage children in active scientific exploration of the skeletal system by investigating how the rib cage protects our vital organs. Support scientific thinking and inquire by investigating, predicting, and exploring how our heart, lungs, and intestines work. Teach children to ask questions, write or draw in a journal, and report predictions to form a hypothesis.

### CDA PHY.INT 2.F Electricity & Circuits: The Current Runs through it!

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 1 Clock Hour/0.1 CEU /Available 24/7
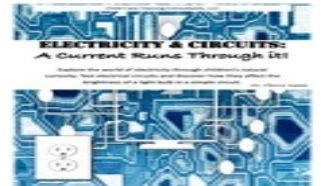**Course Fees:** $5.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Identify how electricity works by experimenting with basic circuits and design a circuit game board for your students to experiment with! Students will learn to question why things happen and want to share their observations about science. Promote using scientific methods when students are examining, discovering and exploring new objects and materials!

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## CDA Subject Area 2: Advancing children's physical and intellectual development

### CDA PHY.INT 2.G Preschool Basics on Motion & Forces: Newtons Law of Motion

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
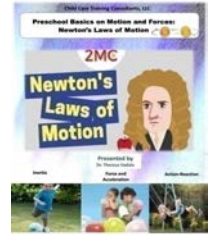**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 1 Clock Hour/0.1 CEU /Available 24/7
**Course Fees:** $5.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Participants will gain an understanding of how to incorporate Preschool Basics on Motion & Forces – Newton's Law of Motion activities, and use age-appropriate vocabulary, with illustrative examples and hands-on techniques during daily teaching opportunities.

### CDA PHY.INT 2.H Math & Science Activities for Preschoolers

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
Time: 1 Clock Hour/0.1 CEU /Available 24/7
**Course Fees:** $5.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Identify math skills in everyday play and implement science discovery, reasoning and inquiry in everyday teaching practices. Implement strategies on how to engage families in working with their children to reinforce math and science activities in the home.

### CDA PHY.INT 2.I Early Childhood Language Development: Phonological Awareness

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Learn the fundamentals of speech and language milestones and phonological awareness activities to help build students' language development. Increase your knowledge on implementing effective strategies for teaching students who are limited in their language proficiency (L.E.P). You will also maximize your knowledge on storytelling and curriculum planning, reading with a purpose, reading readiness, reading methods and models appropriate for preschool children.

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## Module 3
## CDA Subject Area 3: Supporting children's social and emotional development

| | Module 3: Promoting Children's Social and Emotional Development (12 Hours/ 1.2 CEUs) – CDA Setting: All | Hours | CEUs |
|---|---|---|---|
| 1 | CDA SOC.EM 3.A UNIT 5 The Growing Brain Social-Emotional Development | 3 | 0.3 |
| 2 | CDA SOC.EM 3.B Classroom Transition: Effective Strategies | 2 | 0.2 |
| 3 | CDA SOC.EM 3.C What do you do with a Bully? | 2 | 0.2 |
| 4 | CDA SOC.EM 3.D Deployment: Coping Strategies for Children | 3 | 0.3 |
| 5 | CDA SOC.EM 3.E Coping Skills for Children and Families: Separation Anxiety | 2 | 0.2 |
| 6 | CDA SOC.EM 3.F Conflict Resolution | 3 | 0.3 |
| | **Total Hours and CEUs** | **14** | **1.4 CEUs** |

**Module 3 - CDA Subject Area 3: Supporting children's social and emotional development consist of 5 classes and equals 12 clock hours/1.2 CEUs.**

Module 3 is focused on helping providers develop the skills and techniques to support healthy social-emotional development including; creating a supportive environment, developing emotion regulation and problem-solving skills. This module provides support in using effectives classroom transitions, promoting social emotional development, and coping skills for children and families with separation anxiety.

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## CDA Subject Area 3: Supporting children's social and emotional development

### CDA SOC.EM 3.A UNIT 5 The Growing Brain Social-Emotional Development

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn how the developing brain is affected by children's experiences and interactions with the important people in their lives. Explore how adults play a crucial role in supporting young children's social-emotional development and how early brain connections are experience dependent and last a lifetime.

### CDA SOC.EM 3.B  Classroom Transition: Effective  Strategies

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
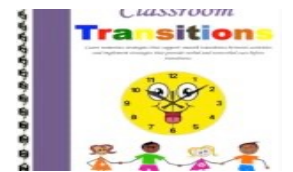
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7

**Course Fees:** $12.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn the 3 main types of transitions: 1) Transitions between activities within a given setting, 2) Transitions between multiple settings on the same day, and 3) Transitions between programs. Learn numerous strategies that support smooth transitions between activities and implement strategies that provide verbal and nonverbal cues before transitions and minimize the number of transitions.

### CDA SOC.EM 3.C What do you do with a Bully?

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7

**Course Fees:** $12.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Bullying is one of the most concerning social interactions facing children and schools today. While the media picks up stories of bullying in high school, researchers have shown that bullying behaviors are learned much earlier in life. Learn to identify the signs of bullying, as well as the short and long-term effects these behaviors can have on bullies and their victims. Explore strategies for guiding young children through socially challenging scenarios to create a "bully-free" classroom.

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## CDA Subject Area 3: Supporting children's social and emotional development

### CDA SOC.EM 3.D Deployment: Coping Strategies for Children
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Identify pre-deployment, deployment, and post-deployment stages to help rebuild security in children. Identify the common signs of emotional stress in children, teach children skills to foster self-expression, and encourage children to identify their feelings. Learn about the four basic feelings and tips for teaching preschool children how to deal with anger and help children cope with stress.

### CDA SOC.EM 3.E  Coping Skills for Children and Families: Separation Anxiety
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Children with separation anxiety disorder experience extreme distress when they are separated from parents or caregivers. Difficulty separating is normal in early childhood development; it becomes a disorder if the fear and anxiety interfere with age-appropriate behavior. Symptoms of separation anxiety disorder commonly become noticeable in preschool and early grammar school, but in rare cases it becomes problematic later, in early adolescence. Identify the symptoms of separation anxiety and strategies to help children cope with this behavior.

### CDA SOC.EM 3.F  Conflict Resolution
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
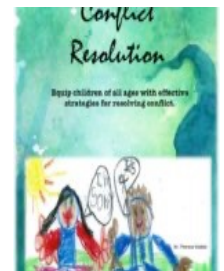**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Implement effective ways to help children resolve conflicts in the classroom through a variety of strategies. Children's conflicts over toys, space, and friendships create many challenges for teachers and parents. Transform the childhood facility environment and establish clear communication between adult care providers and children in your care to minimize conflict.

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## Module 4
## CDA Subject Area 4: Building productive relationships with families

| | Module 4: Safe and Healthy Learning Environment (10 Hours/ 1.0 CEUs) – CDA Setting: All | Hours | CEUs |
|---|---|---|---|
| 1 | CDA FAM 4.A Building a Professional Learning Community in Child Care | 2 | 0.2 |
| 2 | CDA FAM 4.B Parent Involvement: Positive Communication | 2 | 0.2 |
| 3 | CDA FAM 4.C Building Stronger Relationships: Parental Involvement and Family Engagement | 2 | 0.2 |
| 4 | CDA FAM 4.D Enhancing Communication Skills with Families | 2 | 0.2 |
| 5 | CDA FAM 4.E Keeping Families involved in their Child's Learning | 2 | 0.2 |
| | **Total Hours and CEUs** | **10** | **1.0 CEUs** |

**Module 5 - CDA Subject Area 4: Building productive relationships with families consist of 5 classes and equals 10 clock hours/1.0 CEUs.**
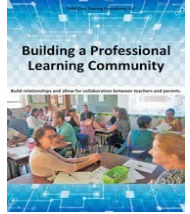
Module 4 provides learners with ways to explore and develop respectful, responsive, and reciprocal relationships with families. Additionally, identify plans to engage parents on how to build strong relationships with their children to help meet their milestones and build on their learning potential

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## CDA Subject Area 4: Building productive relationships with families

### CDA FAM 4.A Building a Professional Learning Community in Child Care

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Create a professional learning community by recognizing appropriate learning community ideas, implementing clear communication between caregivers and parents, and organizing an early childcare facility environment to optimize productive spaces. Build relationships and allow for collaboration between teachers and parents. Learn how to work with the community and make strides to plan rigorous and appropriate lessons for students.

### CDA FAM 4.B Parent Involvement: Positive Communication

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn about best practices to incorporate positive communication with all parents. Recognize the benefits of parent involvement, identify parent dynamics and learn how to support each parent, and develop a parent involvement plan. Establish a parenting plan with evidence of involvement, parent activities, resources, and timeline.

### CDA FAM 4.C Building Stronger Relationships: Parental Involvement and Family Engagement

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn the fundamental concepts and techniques on enhancing parental involvement within the school community. Identify methods and techniques to address the dynamics of parents and managing generational differences within the school community. Apply strategies to embrace all students, parents, and families from diverse backgrounds, and recognize features of effective communication to keep all parents engaged.

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## CDA Subject Area 4: Building productive relationships with families

### CDA FAM 4.D Enhancing Communication Skills with Families

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Identify five benefits of parent involvement, ten effective forms of parent communication strategies and recognize three personality types of parents to enhance communication skills with all parents. Identify benefits of inclusion for all students with disabilities and implement strategies with parents and families.

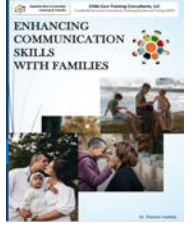### CDA FAM 4.E Keeping Families involved in their Child's Learning

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** This training provides participants with strategies needed for meaningful collaboration among students, families, schools, employers, and agencies. The goal is to keep families involved in their child'd learning!

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| Module 5 |
| :---: |
| CDA Subject Area 5: Managing an effective program operation |

| | Module 5: Effective Program Operation Management (15 Hours/ 1.5 CEUs) – CDA Setting: All | Hours | CEUs |
| :---: | :--- | :---: | :---: |
| 1 | CDA PROG.OP 5.A The Empowered Educator | 3 | 0.3 |
| 2 | CDA PROG.OP 5.B Preventing Burnout in Child Care Providers | 3 | 0.3 |
| 3 | CDA PROG.OP 5.C Cultural Diversity in Child Care | 3 | 0.3 |
| 4 | CDA PROG.OP 5.D Child Care Centers and the American Disabilities Act | 3 | 0.3 |
| 5 | CDA PROG.OP 5.E Understanding Every Child's Potential through Multiple Intelligence | 3 | 0.3 |
| | **Total Hours and CEUs** | **15** | **1.5 CEUs** |

**Module 5 - CDA Subject Area 5: Managing an effective program operation consist of 5 classes and equals 15 clock hours/1.5 CEUs.**

Module 5 provides insight on managing an effective program by offering courses on understanding adult behaviors, strategies for dealing with stressors and burnout are addressed, support children in their development and awareness of cultural differences, Learn the fundamentals of creating an effective vision and mission statement in collaboration with all stakeholders and identify the Americans with Disabilities Act (ADA) is a federal civil rights law.

Planning, record keeping, reporting, community services

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## CDA Subject Area 5: Managing an effective program operation

### CDA PROG.OP 5.A The Empowered Educator
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
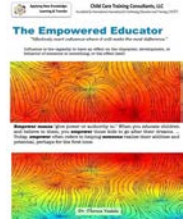
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Empower means "give power or authority to." When you educate children and believe in them, you empower them to go after their dreams. Identify the Empowerment Theory and strategies to empowering and sustaining empowered teachers!

### CDA PROG.OP 5.B Preventing Burnout in Child Care Providers
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
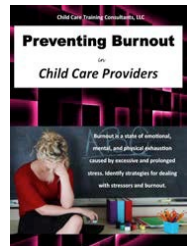**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** This training is designed to provide childcare providers with an understanding of what "Burnout" is. Strategies for dealing with stressors and burnout are addressed and how to prevent burnout and possible treatments. Burnout is a state of emotional, mental, and physical exhaustion caused by excessive and prolonged stress. It occurs when you feel overwhelmed and unable to meet constant demands. As the stress continues, adults may begin to lose interest or motivation that first led them to take on a certain role in the first place.

### CDA PROG.OP 5.C Cultural Diversity in Child Care
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
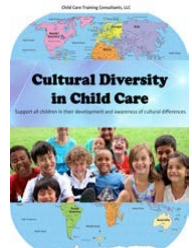Time: 1 Clock Hour/0.1 CEU /Available 24/7
**Course Fees:** $5.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Support all children in their development and awareness of cultural differences. Understand the skills and empathy educators need to help children achieve a positive sense of themselves and of others. Protect and value all children in the classroom, foster empathy, and provide accurate information about differences to enable children to think critically about the challenge bias.

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## CDA Subject Area 5: Managing an effective program operation

### CDA PROG.OP 5.D Child Care Centers and the American Disabilities Act

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Know your Rights! The Americans with Disabilities Act (ADA) is a federal civil rights law. Explore the ADA Act that states people with disabilities are entitled to equal rights in employment, state and local public services, and public accommodations such as preschools, childcare centers, and family childcare homes.

### CDA PROG.OP 5.E Understanding Every Child's Potential through Multiple Intelligence

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Stimulate every child's potential through exploration of eight types of multiple intelligences. Apply activities in the classroom to accommodate all students learning styles, assess and evaluate students' areas of intelligence, seek methods to strengthen each area, and design activities to accommodate all students varied learning styles. Reinforce students learning through an inclusive classroom and provide activities that teach through multiple intelligences.

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| Module 6 CDA Subject Area 6: Maintaining a commitment to professionalism | | |
|---|---|---|
| **Module 6: Commitment to Professionalism (15 Hours/ 1.5 CEUs) – CDA Setting: All** | **Hours** | **CEUs** |
| 1    CDA PROF  6.A Course Design: The Basics | 3 | 0.3 |
| 2    CDA PROF  6.B  The Fundamental Principles of Adult Learning | 3 | 0.3 |
| 3    CDA PROF  6.C  Staying on Target: Competency-based Objectives | 3 | 0.3 |
| 4    CDA PROF  6.D Professional Growth Plan: Elements, Goal & Purpose | 3 | 0.3 |
| 5    CDA PROF  6.E  NAEYC Early Childhood Educators: Ethical Conduct | 3 | 0.3 |
| **Total Hours and CEUs** | **15** | **1.5 CEUs** |

**Module 6 - CDA Subject Area 6: Maintaining a commitment to professionalism consist of 5 classes and equals 15 clock hours/1.5 CEUs.**

Module 6 is focused on the basics of professional behavior and how to develop and maintain professional relationships.

**Examples:** Advocacy, ethical practices, workforce issues, professional, goal setting, networking

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## CDA Subject Area 6: Maintaining a commitment to professionalism

### CDA PROF  6.A Course Design: The Basics
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
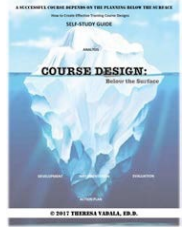**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:**  $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Develop effective curriculum/training courses using the ADDIE Model of  Instructional Design. The ADDIE process guides you through the five phases – Analysis, Design,  Development, Implementation, and Evaluation. A well-designed, well-intended, and well-presented training course engages learners and provides opportunities for learners to transfer  learning into their workplace, thus, promoting teacher quality and improving student  achievement.

### CDA PROF  6.B The Fundamental Principles of Adult Learning
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
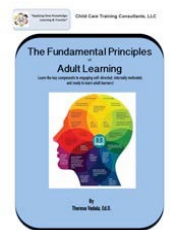**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:**  $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Learn the fundamental principles of Adult Learning based on Knowles  andragogy. Learn the key components to understanding adult learning and engaging adults in  learning for effective transfer of learning. Implement inclusive learning, accommodate cultural  differences, and engage parents through Adult Learning Theory. Recognize and implement learning styles and instructional strategies using multiple intelligences to create an effective  learning environment for learners.

### CDA PROF  6.C  Staying on Target: Competency-based Objectives
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:**  $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description**: Stay on target with competency-based objectives that provide learners with a clear under-standing of the goal and purpose of the training content presented. The objective template provides an easy-to-use guide to design objectives that align with core competencies. Core Competencies are a set of observable skills with Core Knowledge Areas that differ from state to state.

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## CDA PROF  6.D  Professional Growth Plan: Elements, Goal & Purpose

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
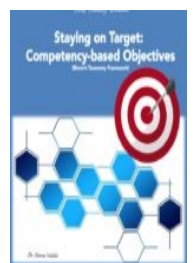**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:**  $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description**: Learn the fundamental elements of a Professional Growth Plan. Develop an effective PGP using the guide and templates provided. Increase your knowledge, skills, and expertise as you embark on a journey to self-growth.

## CDA PROF  6.E NAEYC Early Childhood Educators: Ethical Conduct

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
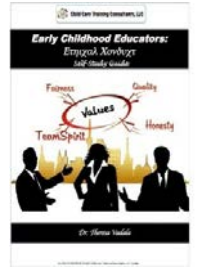**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:**  $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description**: Participate online and analyze ethical and unethical issues in the early childhood adult learning environment. Identify and determine which dilemmas can be resolved with ethical finesse or by using the NAEYC Code of Ethics for guidance in decision making for more complex issues. Address ethical issues by applying philosophical approaches such as identifying the conflicting responsibilities, brainstorming possible resolutions, and implement strategies to resolve dilemmas, also known as ethical finesse.

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## Module 7
## CDA Subject Area 7: Observing and recording children's behavior

| | Module 7: Observing and Recording Progress and Children's Behavior (17 Hours/ 1.7 CEUs) – CDA Setting: All | Hours | CEUs |
|---|---|---|---|
| 1 | CDA OB.REC 7.A  Observation Plan: What to do with Assessments | 2 | 0.2 |
| 2 | CDA OB.REC 7.B Guidance versus Discipline in Child Care | 3 | 0.3 |
| 3 | CDA OB.REC 7.C Anger Management: I Am So MAD! | 3 | 0.3 |
| 4 | CDA OB.REC 7.D What to do with Challenging Behavior | 3 | 0.3 |
| 5 | CDA OB.REC 7.E UNIT 6 The Growing Brain: Understanding Behavior | 3 | 0.3 |
| | **Total Hours and CEUs** | **14** | **1.4 CEUs** |

**Module 7 - CDA Subject Area 7: Observing and recording children's behavior consist of 5 classes and equals 14 clock hours/1.4 CEUs.**

Module 7 consist of  courses on tools and strategies for objective observation and assessment of children's behavior and learning to plan curriculum and individual teaching, development delays, intervention strategies, and individual education plans.

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## CDA Subject Area 7: Observing and recording children's behavior

### CDA OB.REC 7.A OBSERVATION PLAN: What to do with Assessments

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7

**Course Fees:** $12.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Reinforce guiding principles that serve as a framework for assessing and evaluating instructional learning. Assess direct and indirect observations, identify four general categories of data used to provide information for instructional decisions, and report feedback to teachers using assessment results. Establish a successful adaptive inclusive classroom by using a variety of strategies in assessing students' learning.

### CDA OB.REC 7.B Guidance versus Discipline in Child Care

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
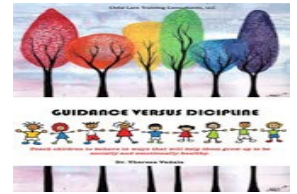
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Children are not born with discipline. Explore children's' developmental stages as they grow, develop, and learn self-control. Distinguish the difference between guidance and discipline from the classroom to home life and generate positive environments. Learn suggested interventions and adaptations to use in inclusive education for all students.

### CDA OB.REC 7.C Anger Management: I Am So MAD!

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** What is ANGER? How do you deal with your anger? Learn the fundamental techniques to deal with anger in the classroom. Discover that anger is a temporary emotional state and aggression is often a prompt to hurt someone or destroy property. The goal is not to repress or destroy angry feelings in children–or in ourselves– but rather to accept the feelings and to help channel and direct them to constructive ends.

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**CDA Subject Area 7: Observing and recording children's behavior**

## CDA OB.REC 7.D What to do with Challenging Behavior
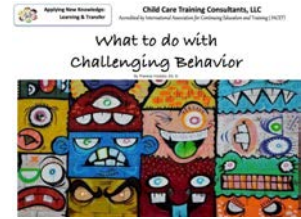
**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Learn the functions of children's behavior, ways to build positive relationships, how to design a supportive environment, and teaching strategies designed to decrease challenging behavior.

## CDA OB.REC 7.E UNIT 6 The Growing Brain: Understanding Behavior

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Explore how various areas of the brain are involved in young children's behavior communicating through networks shaped by children's experiences. As caregivers it is important to observe and try to understand the meaning of behaviors and respond in a sensitive, supportive, and nurturing fashion.

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## Module 8
## CDA Subject Area 8: Understanding principles of child development and learning

| | Module 8: Principles of Child Development and Learning (19 Hours/ 1.9 CEUs) – CDA Setting: All | Hours | CEUs |
|---|---|---|---|
| 1 | CDA CHDV 8.A UNIT 1 The Growing Brain: The Basics | 3 | 0.3 |
| 2 | CDA CHDV 8.B  UNIT 2 The Growing Brain: The Factors Affecting Brain Growth | 3 | 0.3 |
| 3 | CDA CHDV 8.C UNIT 3 The Growing Brain: Communication and Language Development | 3 | 0.3 |
| 4 | CDA CHDV 8.D  Developmentally Appropriate Practices DAP | 2 | 0.2 |
| 5 | CDA CHDV 8.E Child Development: Infant, Toddler, Preschool | 3 | 0.3 |
| 6 | CDA CHDV 8.F The Ages and Stages of Development | 2 | 0.2 |
| | **Total Hours and CEUs** | **16** | **1.6 CEUs** |

**Module 8 - CDA Subject Area 8: Understanding principles of child development and learning consist of 6 classes and equals 16 clock hours/1.6 CEUs.**

Module 8 consists o principles of child development , cultural influences on development, and an understanding of early brain development.

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## CDA Subject Area 8: Understanding principles of child development and learning

### CDA CHDV 8.A UNIT 1 The Growing Brain: The Basics

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn about the parts of an infants' brain and their functions. Explore how you can support healthy brain development by setting realistic expectations based on brain development, be aware that the experiences you provide are building brain architecture and provide positive relationships and supportive enriching environments.

### CDA CHDV 8.B  UNIT 2 The Growing Brain: The Factors Affecting Brain Growth

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn about how the brain is most plastic during early childhood, how the body's stress system is adaptive but needs an adult caregiver or may suffer damage, and how adult caregivers have a vital role to play in helping children regulate stress and build resilience. You will learn that factors affect brain growth and development and about the 5 R's (Relationships, Responsive Interactions, Respect, Routines, Repetition) for supporting healthy brain development.

### CDA CHDV 8.C The Growing Brain: Communication and Language Development

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed

**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced

**Learning Methodology:** Online/Self-paced Training

**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7

**Course Fees:** $15.00

**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.

**Course Description:** Learn how adults play a critical role in early communication through back-and-forth interaction, how communication begins with observation and how children build on language to develop more complex communication, including dual and multi language learning.

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## CDA Subject Area 8: Understanding principles of child development and learning

### CDA CHDV 8.D  Developmentally Appropriate Practices DAP

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Establish a foundation of effective decision-making based a child's development, taking into consideration individual learning differences and social and cultural influences. Explore developmental stages of children birth to 6 years old, implement skills using different learning styles, and organize your center according to the developmental stages of children in your care.

### CDA CHDV 8.E Child Development: Infant, Toddler, Preschool

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 3 Clock Hours/0.3 CEUs /Available 24/7
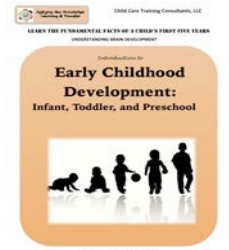**Course Fees:** $15.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Early childhood development is the foundation for community development and economic development. Learn the foundational aspects of growth and brain development that takes place during the first years of life, Piaget's stages of cognitive  development, Erikson's stages of psychosocial development, and social-emotional milestones.

### CDA CHDV 8.F The Ages and Stages of Development

**Curriculum Designer/Instructor:** Dr. Theresa Vadala, Ed
**Developmental Domain:** ☐Beginning X Intermediate ☐Advanced
**Learning Methodology:** Online/Self-paced Training
**Time:** 2 Clock Hours/0.2 CEUs /Available 24/7
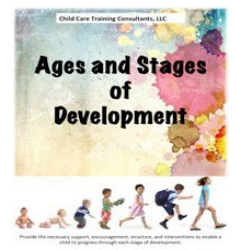**Course Fees:** $12.00
**Prerequisite/s:** This course meets the requirements for the 120 hours required for the CDA. Courses can be taken individually or as a course group rate.
**Course Description:** Understand what is taking place in a child's brain and body during each period of development. Provide the necessary support, encouragement, structure, and  interventions to enable a child to progress through each stage of development as easily and  successfully as possible based on each child's unique set of traits and interests.

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## ADDIE Model (Instructional Design)

Our training content is based on the ADDIE Instructional Model. The ADDIE model is the process traditionally used by instructional designers and training developers. The five phases—Analysis, Design, Development, Implementation, and Evaluation—represent a dynamic, flexible guideline for building effective training and performance support tools.

### Phase 1: Analysis

In the analysis phase, instructional problem is clarified, the instructional goals and objectives are established, and the learning environment and learner's existing knowledge and skills are identified. Below are some of the questions that are addressed during the analysis phase:

- Who is the audience and their characteristics?
- Identify the new behavioral outcome?
- What types of learning constraints exist?
- What are the delivery options?
- What are the online pedagogical considerations?
- What is the timeline for project completion?

A • Analysis
D • Design
D • Development
I • Implementation
E • Evaluation

### Phase 2: Design

The design phase deals with learning objectives, assessment instruments, exercises, content, subject matter analysis, lesson planning and media selection. The design phase should be systematic and specific. Systematic means a logical, orderly method of identifying, developing and evaluating a set of planned strategies targeted for attaining the project's goals. Specific means each element of the instructional design plan needs to be executed with attention to details.

These are steps used for the design phase:

- Documentation of the project's instructional, visual and technical design strategy
- Apply instructional strategies according to the intended behavioral outcomes by domain (cognitive, affective, psychomotor).
- Create storyboards
- The user interface and user experience
- Prototype creation
- Apply visual design (graphic design)

### Phase 3: Development

The development phase is where the developers create and assemble the content assets that were created in the design phase. Programmers work to develop and/or integrate technologies. Testers perform debugging procedures. The project is reviewed and revised according to any feedback given.

### Phase 4: Implementation

During the implementation phase, a procedure for training the facilitators and the learners is developed. The facilitators' training should cover the course curriculum, learning outcomes, method of delivery, and testing procedures. Preparation of the learners include training on new tools (software or hardware), and student registration. This is also the phase where the project manager ensures that the books, hands on equipment, tools and software are in place, and that the learning application or Web site is functional.

### Phase 5: Evaluation

The evaluation phase consists of two parts: formative and summative. Formative evaluation is present in each stage of the ADDIE process. Summative evaluation consists of tests designed for domain specific criterion-related referenced items and providing opportunities for feedback from the users.

Instructional Design. (2013). Retrieved from http://www.instructionaldesign.org/models/addie.html

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## Bloom's Taxonomy Framework for Writing Objectives

Our training content is based on the the Revised Blooms Taxonomy Framework which is used to develop learning objectives in order to promote higher forms of thinking in education; such as analyzing and evaluating concepts, processes, procedures, and principles. The main purpose of the taxonomy is to allow educators to create learning outcomes that target not only the subject to be taught but the depth of the learning that is to occur, as well as to then create assessments that accurately report on the students' progress towards these outcomes.

Bloom's taxonomy is separated into three domains: the cognitive, the affective, and the psychomotor. Within these domains are hierarchies composed of action verbs that correspond to different levels/depths of thinking. The cognitive domain is used for the course design as it is focused on intellectual skills such as critical thinking, problem solving, and creating a knowledge base.

The learners' objectives are based on Bloom's Taxonomy cognitive domain. The training activities, assessment, the transfer of learning and learning outcomes are aligned with the objectives.

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## Privacy Policy

This policy explains our online information practices in which your information is collected and used. In your continued use of our website www.childcaretrainingclasses.org you are accepting the practices described in this Privacy Policy.

### Privacy

This policy applies to all information collected or submitted on websites operated by Child Care Training Consultants, LLC. Information submitted to purchase products, register to receive materials or take courses.

### Information Storage

We collect non-personally identifiable information about you in a number of ways, including tracking your activities through your IP address, computer settings, or most-recently visited URL. We store all information that you enter into our Web site in wordpress.org Learning Management System (LMS). Wordpress LMS contains reports, active courses analysis, grading, certificate templates, training courses, and general information such as; name, home address, email, and phone number. Personal credit card information is collected through authorize.net associated with Nevada State Bank.

### Information Use

Personal information of participants provided to Child Care Training Consultants, LLC, services is used solely for the purpose of administering Services as outlined under this Acknowledgment and in connection with reporting to state and federal agencies or workforce registries. Emails from us may be used to send current information regarding new training courses or resources listed. Participants may opt-out from receiving emails from us.

### Data Security

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we use appropriate industry standard security measures, including physical, electronic, and managerial procedures, to safeguard and secure the information we collect online. While there is no such thing as "perfect security" on the Internet, we will take all reasonable steps to ensure the safety of your personal information.

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## Privacy Policy Changes

This Privacy Policy will change periodically as we continue to grow, so be sure to review it often to ensure that you understand it thoroughly. All changes to the Privacy Policy, including those that affect how personal information is used, will be posted in this policy for your review.

## Information Updates

You can access all personally identifiable information that we collect online and maintain by sending an email to childcaretrainingconsultants1@gmail.com. We use this procedure to safeguard your information. To the extent that the information you provide us is also stored in other databases, we cannot always ensure that such corrections or deletions will reach the other databases. We will use all reasonable efforts to ensure that your information is removed from or corrected in our records. You can correct factual errors in your personally identifiable information by sending us a request that credibly shows error. To protect your privacy and security, we will also take reasonable steps to verify your identity before granting access or making corrections.

## Opt-Out

You may choose to opt-out of receiving communications from CCTC, by emailing: childcaretrainingconsultants1@gmail.com.

## Public Forums

This site may create chat rooms, forums, message boards, and/or news groups available to its users. Any information that is disclosed in these areas becomes public information. Child Care Training Consultants, LLC. is not responsible for the privacy of such information disclosed in those locations, so please exercise caution when deciding to disclose your personal information or comments in those locations .

## Learner Records

Learner records are stored in the Learning Management System (LMS). The (LMS) delivers and manages instructional content, student registration, and assessment of student work. Certificates of completion are provided to students after successful completion of the assessment. Training and student reports are available for review on the LMS. The Providers' name and address, learner's name and/or unique identification, learning event title, registry-approved logo, completion date of the learning event, number of clock hours and IACET Continuing Education

**Learning Management System (LMS)**

Our teaching coursework is run through WordPress and the Sensei plugin to create courses, assessment methods, and payment methods. The Sensei is the WordPress Learning Management System.

**Contact Us**

If you have questions or concerns about our Privacy Policy or the practices of this site, please call us at (702) 837-2434 or send us an email at

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## Release of Information

Use this form to authorize the release of your contact information.

Name: _____     Registry ID#: _____

Phone Number: _____Email Address: _____

By signing below, I grant Child Care Training Consultants, LLC  permission to release my name and contact information to organizations that may need to notify me of upcoming events, and special events, etc.

**Note:** As policy, Child Care Training Consultants, LLC does not release any personal information about members.  We implement a variety of security measures to maintain the safety of your personal information when you enter, submit, or access your personal information in the portal.

Signature: _____     Date: ____/____/_____

Scan and email this form to:
Child Care Training Consultants, LLC.
Email: childcaretrainingconsultants1@gmail.com

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## Disclosure Policy

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This blog does not contain any content which might present a conflict of interest. The owner(s) of this blog will never receive compensation. For questions about the disclosure policy please contact childcaretrainingconsultants1@gmail.com
To get your own policy, go to http://www.disclosurepolicy.org

### Public Non-Discrimination Notice
Simulated Workplace programs must provide information to applicants, participants, contractors, beneficiaries, and other interested parties regarding the rights of individuals. Methods of providing this information include publication in handbooks, manuals, pamphlets, application materials, posters, etc. Simulated Workplace site's Public Non-discrimination Notice should be found on a variety of publications including brochures, applications, catalogs, handbooks, job announcements, posters, recruiting materials, websites, school newspapers, etc.

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## Public Non-Discrimination Notice

Child Care Training Consultants, LLC. does not discriminate on the basis of race, color, national origin, sex or disability. For further information, contact:

**Name and Title:** THERESA VADALA, Executive Director/Owner-Child Care Training Consultants, LLC

**Office Address:** Las Vegas, NV

**Phone Number:** (702) 837-2434

**Days/Hours Available: Daily via email**

**Email childcaretrainingconsultants1@gmail.com  24/7**

Child Care Training Consultants, LLC. does not discriminate in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The program also does not discriminate in its enrollment or classroom practices. In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator: (For Nevada Contact)

**Sandy Jeanette, Director**
**Office of Diversity**
**Section 504/ADA Compliance Coordinator**
**(702) 455-5760; (702) 455-1416 (TDD)**
**Clark County Government Center**
**500 South Grand Central Parkway**
**Las Vegas, NV 89155-1113**
**Monday through Friday 8:00 am to 5:00 pm**

Child Care Training Consultants, LLC. is an equal opportunity educator and employer. Accommodations are available upon request to those with documented disabilities. To request disability accommodations, please contact Theresa Vadala at (702) 837-2434 to discuss their individual needs for accommodations. **Accommodations may include large print, access to the self-study guide, audio recording on the internet web-sites or zoom conference call.**

General Inquires
Call: 1-800-USA-LEARN (1-800-872-5327)
or
202-401-2000 in the D.C. metropolitan area

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## CEU Calculation Policy

**Purpose of Policy**

1. To articulate a clear, consistent policy for verifying and acknowledging legitimate CEUs.

2. To eliminate the potential to acknowledge non-accredited CEUs on Learning Records.

**Policy**

Child Care Training Consultants, LLC acknowledges that CEUs are delivered by organizations that have current accreditation through the International Association for Continuing Education and Training (IACET)

**Roles and Responsibilities**

Trainers/Training Organizations:

- Responsible for attaining and maintaining current IACET accreditation
- Responsible for including these items on CEU certificates
  - IACET accreditation logo on CEU certificates in compliance with IACET guidelines
  - Participant's Name
  - Title of the training
  - Date the training was completed
  - Total number of CEUs
  - The name of the trainer/organization who delivered the training

**Individuals/Practitioners:**

Not sure if you need CEUs? The best thing to do is ask your childcare licensor, the Department of Education or other appropriate authority organization. In most cases clock hours are acceptable, but you should check into your specific situation for details.

**What is the difference between childcare training hours and a CEU?**

A Continuing Education Unit (CEU) is a measure used in continuing education programs, particularly those required in a licensed profession to maintain their license. Childcare training hours are simply; the number of hours that a particular training or workshop was held.

CEU records are widely used to provide evidence of completion of continuing education requirements mandated by certification bodies, professional societies, or governmental licensing boards. The records also provide employers with information on training pertinent to occupations.

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**The Continuing Education Unit – How to Calculate CEUs**

One (1) Continuing Education Unit (CEU) equals ten (10) contact hours of learner interaction with the content of the learning activity, which includes classroom, self-paced instruction, pre/post assignments, and/or homework in support of a learning outcome.

A contact hour is one clock hour of interaction between a learner and instructor, or between a learner and materials, which have been prepared to cause learning. Contact implies a connection between a learner and a learning source. For purposes of the CEU, that connection is two-way; that is, the instructor or learning source must monitor the learner's progress and/or provide some form of feedback to the learner. This definition applies for face-to face interaction as well as distance learning programs. The CEU should not be awarded for learning activities in which individuals are engaged in unplanned, unsupervised, or non-sponsored learning.

**Counting Hours toward CEU**

When calculating the number of CEUs for a course, the number of contact minutes must be totaled and divided by 60 to arrive at the number of contact hours. Total contact hours must then be divided by 10 to obtain the number of CEUs. CEUs must be expressed in tenths of a CEU; that is; 17 contact hours equate to 1.7 CEU; a three-contact hour program equates to .3 CEUs.

<p style="text-align:center">
**Contact hours of continuing education are calculated as follows:**
**1 contact/clock hour = 60 minutes of instruction = 0.1 CEU**
**10 contact hours = One continuing education unit (CEU) 1.0 CEU**
</p>

| | | |
|---|---|---|
| 1 contact/clock hour | = | 60 minutes of instruction = 0.1 CEU |
| 2 contact/clock hours | = | 120 minutes of instruction = 0.2 CEU |
| 3 contact/clock hours | = | 180 minutes of instruction = 0.3 CEU |
| 4 contact/clock hours | = | 240 minutes of instruction = 0.4 CEU |
| 5 contact/clock hours | = | 300 minutes of instruction = 0.5 CEU |
| 6 contact/clock hours | = | 360 minutes of instruction = 0.6 CEU |
| 7 contact/clock hours | = | 420 minutes of instruction = 0.7 CEU |
| 8 contact/clock hours | = | 480 minutes of instruction = 0.8 CEU |
| 9 contact/clock hours | = | 540 minutes of instruction = 0.9 CEU |
| **10 contact/clock hours** | **=** | **600 minutes of instruction = 1.0 CEU** |

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## Learning Environment and Support Systems

**Technology Requirements**

In order to have the best learning experience, the student's internet access and computer system should meet or exceed the following minimum requirements:

**Internet Access** – High-speed internet (DSL, 4G or faster) is needed in order to stream any course videos

**Computer** – Any computer capable of running a modern browser

- Mobile Device – Android or Apple phone or tablet with a modern browser (Some devices may not be compatible)
- Browser – Google Chrome, Safari, Mozilla Firefox, or Microsoft

**Customer Service and Student Support**

In order to provide a high-quality learning experience, all students have access to support staff  and Trainer to answer all questions regarding the course in which they are enrolled. This  includes technical and course material questions.

Our staff is available for assistance via email 24/7 childcaretrainingconsultants1@gmail.com

Emails  will be responded to within 24 hours.

## Learner Online Assessment

An online assessment is given after each respective course, based on the amount of training hours, a 5-10 question assessment/quiz must be taken. Learners must receive a 100% on the quiz to receive full credit for each respective course. The learner has unlimited attempts to complete and pass assessment/quiz. The Online Assessment consists of Multiple Choice and True and False Questions; followed by an evaluation.

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## Frequently Asked Questions

**How Do I Register For My First Class?**

- ❖ Log on to www.childcaretrainingclasses.org
- ❖ Select the *Courses by State* Tab
- ❖ Select State
- ❖ Click the gray boxes below to reveal course selection
- ❖ Select the class and click the "Add To Cart" button associated to that class. (Select as many classes as needed)
- ❖ Click view cart
- ❖ Fill out your payment details (Credit,Debit Cards) and upon payment you will be re-directed to the registration page. Do not close out of the payment screen after payment as you need to complete the registration. If something happens, check your email (and your spam folders) for a link to the registration page.
- ❖ After you complete your registration you will have immediate access to your training page and you will see your class listed under *Active Courses*

**How Do I Register For Additional Classes?**

- ❖ Choose the new class you want to take and click the "Add To Cart" button. Make the payment and wait to be redirected to the registration page.
- ❖ At the top of the registration page, you will see a link for "Existing Members". Be sure to click that link so that you can associate the new class with your existing email and login codes.
- ❖ If you forgot your login password, click the 'lost password' button and enter your email.

**How Do I Get A Copy Of My Certificate?**

- ❖ Once you log in to your class, you will have access to the training material, assignments, and the final quiz.
- ❖ You need to score a **100%** to pass the quiz. You may retake the quiz multiple times if needed.
- ❖ Certificates are available immediately after passing the quizzes for each respective course. They can be found under **Completed Courses in the My Courses tab.**

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**CONTACT INFORMATION**
**Child Care Training Consultants, LLC.  Theresa Vadala, Ed. D.**

Website:
www.childcaretrainingclasses.org

Email:
childcaretrainingconsultants1@gmail.com

Business Phone (702) 837-2434

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