



Child Development Associate (CDA) Credential Application for Enrollment

Date _____

Name: Mr. Mrs. Ms. _____

Home Phone: _____ Daytime Phone: _____ Cell Phone: _____

Home Address: _____ City: _____ Zip _____

Driver's License #: _____ County: _____

Email address: _____

Last four digits of Social Security Number: _____

Instructions

1. Complete all portions of the Application for Enrollment
 - Carefully read the Statement of Understanding and Enrollment Agreement
 - Sign the Statement of Disclosure
 - Complete the Enrollment Fee Payment Plan and include payment with the application
2. Mail to: CDA – Child Development Associate
Camp Fire USA First Texas Council
ATTN: Lindsay Hopper
2700 Meacham Blvd.
Fort Worth, TX 76137-4699
3. For further information call: Stacy Bengé at 817-831-2111, ext. 112 -or-
Toll Free # 1-888-296-2072, ext. 112
Stacy@CampFireFW.org

Candidate Eligibility Requirements

The applicant must meet the following eligibility requirements.

- Be 18 years of age or older
- Hold a High School diploma or equivalent.
- Be able to speak, read, and write well enough to fulfill the responsibilities of a CDA Candidate.
- Be working in an early childhood program or managing a family home.

A. Current Employment Information:

Program Name: _____ Phone Number: (____) _____
Address: _____
City: _____ State: _____ Zip: _____
Present Position: _____ Start Date: _____
Immediate Supervisor: _____ Title: _____

B. Enrollment Fee Payment Plan

Please indicate method of payment:

- \$550.00 check or money order is enclosed
- \$250 check or money order is enclosed. I will pay the remaining \$300 in payments of \$75 for four months beginning the month after class begins
- Please charge my credit card \$550.00
- Please charge my credit card \$250 today and \$75.00 each month for four months beginning the month after the first class.

Credit Card Information: MasterCard Visa American Express Discover

Card Number: _____ Expiration Date: _____

Name on Credit Card: _____
Print

Signature of Cardholder: _____ Phone Number
of Cardholder: _____

Make check or money order payable to: Camp Fire USA First Texas Council. Do not send cash.

Refund policy:

Refunds will be issued, less a \$100 processing and book fee, when written notification is received by no later than two weeks after starting classes.

Updated 05-25-2011

Agency use only: Date received _____ Check # _____ Charge _____
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C. Statement of Understanding and Enrollment Agreement (*Please read the following section carefully.*)

As a participant enrolled in the **Child Development Associate (CDA) class** conducted by Camp Fire USA First Texas Council, I will:

1. Attend and actively participate in all required learning components of CDA.
2. Agree to and follow all the policies and procedures needed to attain the CDA credential.
3. Notify Camp Fire USA First Texas Council of any changes in name, address, phone number or employment.
4. Notwithstanding any other agreements, hold harmless and indemnify Camp Fire USA First Texas Council against any legal liability in respect to bodily injury, death and/or property damage while participating in the CDA class
5. Pay the required fees according to the prescribed procedures for the CDA class
 - Fee for the course is \$550.00. Payment in full must have been received by Camp Fire USA First Texas Council before any clock hour certificate or completion of class document is issued regardless if you finish the class or not.
 - The Council for Professional Recognition requires an additional \$325.00 assessment fee when you mail in your application. This fee is **not** included with the enrollment fee for the CDA class.
6. **Pay the entire cost of the class, \$550.00, even if I do not finish the coursework.**

Camp Fire USA First Texas Council will:

1. Not discriminate on the basis of sex, race, color, religion, national origin, or age.
2. Provide a current and quality curriculum in compliance with the Council for Professional Recognition.
3. Keep participant records confidential (accessible to only specified authorized individuals).
4. Issue a clock hour certificate at the conclusion of the series of trainings documenting the hours attended. Clock hour certificates are not issued until full payment has been received.
5. Provide 120 clock hours of training through class work and mandatory weekly homework assignments.
6. Provide all materials, and assistance to complete coursework required for the CDA application for your credential
7. **NOT provide a Formal Advisor to complete the CDA Assessment Observation Instrument; finding a Formal Advisor is the responsibility of you, the Candidate.**

D. Statement of Disclosure

I certify that I have read the Statement of Understanding and Enrollment Agreement and agree to abide by all statements contained within it.

Signature of Applicant

Date