



# Child Development Associate (CDA) Credential Application for Enrollment – March 2008

**Class Begins: March 24, 2009**

Date \_\_\_\_\_

Name:  Mr.  Mrs.  Ms. \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License #: \_\_\_\_\_ County: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Years working in the early childhood field? \_\_\_\_\_

## 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.

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## 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      **Application must be received by March 20, 2009**  
Camp Fire USA First Texas Council  
ATTN: Barb Reid  
2700 Meacham Blvd.  
Fort Worth, TX 76137-4699
3. For further information call: Barb Reid at (817) 831-2111, ext. 113 -or-  
Toll Free # 1 (888) 296-2072, ext. 113  
barb@campfirefw.org

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:

- 1. Total enrollment fee of \$550.00 is enclosed.
- 2. Installment Plan-- \$250.00 is enclosed  
(Balance of \$300.00 is due in \$33.33 installments on the first of each month beginning in April 2009 and ending December, 2009)
- 3. Charge the total fee of \$550.00 to my credit card.

**Credit Card Information:**       MasterCard       Visa       American Express

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.**

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**Refund policy:**

Refunds will be issued, less a \$25 processing fee, with written notification received by April 14, 2009

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- Classes will meet each Tuesday night from 6:30-9:30 PM with the instructor having the authority to shorten class time to reflect time spent doing homework
- The \$550.00 enrollment fee includes 120 hours of clock hour training, a CDA application, the ITERS, ECERS or FDCRS book and one mandatory on-site observation and two optional on-site visits at the participant's request.
- CDA classes missed must be made up at your expense and time.

Agency use only:
Date received _____
Check # _____
Charge _____

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 may be paid in full with initial enrollment in the class or may be paid on an installment plan, which requires \$250.00 upon enrollment followed by 9 monthly payments of \$33.33. Monthly payments will be due the first of each month beginning in October 2008 and ending in June 2009. If payment is not made by the second class of the month I will be dropped from the class.
  - The Council for Professional Recognition requires an additional \$325.00 assessment fee when I mail in my application. This fee is **not** included with the enrollment fee for the CDA class.
  - All fees for the class must be paid in full before a certificate documenting attendance (training hours) will be awarded.

*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 hours will not be awarded if there is an outstanding balance on the account.

D. Statement of Disclosure

I certify that I have read the Statement of Understanding and Enrollment Agreement.

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Signature of Applicant

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Date