



Child Development Associate (CDA) Credential Application for Enrollment

Date _____

Name: Mr. Mrs. Ms. _____

Home Phone: () _____ Daytime Phone: () _____ Cell Phone: () _____

Home Address: _____ City: _____ Zip: _____

E-mail Address _____ County: _____

Years working in the early childhood field? _____

Credential Applying for: ____ Family Child Care ____ Center Based Preschool ____ Center Based Infant/Toddler

Candidate Eligibility Requirements

The applicant must meet the following eligibility requirements.

- 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.
- Be 18 years of age or older

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: Barb Reid
2700 Meacham Blvd.
Fort Worth, TX 76137-4699
3. For further information call:
Barb Reid at 817-831-2111 ext. 111 OR JoAnn Cottrell at 817-831-2111 ext. 148
barb@CampFireFW.org JoAnn@CampFireFW.org
4. Our toll-free phone number is 1-888-296-2072
5. Our website is: www.CampFireFW.org for additional applications and information

A. Current Employment Information:

www.CampFirefw.org

06.01.09

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
 - ✓ The \$300 balance is due in nine monthly payments of \$33.33 beginning the second month you attend classes
 - ✓ All payments due by the first class of each month
- 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.**

Refund policy:

Refunds will be issued, less a \$25 processing fee, with written notification before attending your third class, not counting the Orientation Class. No clock hour credits will be given for classes completed before withdrawal.

- Classes occur on a rotational basis, you may start the program at any time after completing the orientation class.
- You must select one CDA class as your home base and then you can attend any class you prefer in addition to that class.
- You must complete your CDA program classes (120 hours) within the 40 week time period excluding holidays and cancellations by Camp Fire USA First Texas Council
- The \$550.00 enrollment fee includes 120 hours of clock hour training, a CDA application packet, 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 _____
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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 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 the second month of class. Students who have not paid their monthly tuition by the second class of the month will be dropped.
 - All fees for the class must be paid in full before a certificate documenting attendance (training hours) will be awarded.
 - 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.

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.

Signature of Applicant

Date