



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: _____

E-mail address: _____

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.

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. 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:

- \$550.00 check or money order is enclosed
- \$250.00 check or money order is enclosed. I will pay the remaining \$300 in payments of \$33.33 for nine months beginning the month after class begins
- \$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 \$33.33 each month for nine months beginning the month after the first class
- 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

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, when written notification is received by no later than two weeks after starting classes.

- Classes for the 20 week course meet three hours each week with mandatory three hour credit homework.
- Classes for the 40 week course meet up to three hours each week with the Instructor having the authority to assign homework in place of class time.
- The \$550.00 enrollment fee includes 120 hours of clock hour training, a CDA application, materials and one mandatory on-site observation and two optional on-site visits at the participant's request.
- When scheduling allows students may make –up missed classes by attending other CDA classes. When scheduling does not allow for this the student is responsible for making up the time and cost of the missed class.

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.
 - 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.
 - If you drop from the class at any time, you will not receive a clock hour certificate until you have paid for the class in full.
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 hours will not be awarded if there is an outstanding balance on the account.

D. Attendance:

- I will attend the 40 week course in Ft. Worth at the Camp Fire Offices
- I will attend the 40 week course in Arlington
- I will attend the 20 week course in SW Ft. Worth

E. 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