



A Program of Ohio Child Care Resource and Referral Association

CDA Assessment Fee Scholarship Handbook



2469 Stelzer Road
Columbus, OH 43219
Toll Free: 614-396-5959

CDA Assessment Fee Scholarship: Contract, Voucher & Assessment

What are the benefits of my scholarship?

TEACH Early Childhood® OHIO (TEACH OHIO) will pay for your assessment fee of \$425 one time only regardless of outcome. When the CDA Council bills TEACH OHIO, a check for \$425 is mailed to the CDA Council on the scholarship recipient's behalf. Send a copy of your CDA Credential to your Scholarship Counselor to receive a \$100 bonus check. Employing center gives 1% raise or \$100 bonus after credential received. Remain with current center or operate family child care home for six months after receiving the credential.

What are the time lines of my contract?

The contract spells out the partnership agreement and to what each party (TEACH OHIO, scholarship recipient, and sponsoring center) is committing. Please sign all copies, and return one copy to your Scholarship Counselor. The contract becomes effective when it is received by your Scholarship Counselor. The contract is in effect for 1 year; consult your contract for specific range of dates. CDA Credential must be earned during the year the contract is in effect to receive bonus from TEACH OHIO.

What steps do I take after receiving contracts from my Scholarship Counselor?

Follow the steps below. You will see some steps relate to TEACH OHIO and others to the CDA Council.

	TEACH OHIO	CDA Council	
Step 1	Carefully read contract before signing. Be sure you understand your responsibilities. You are making a 6-month commitment to your current employer when you sign the contract. Do not sign unless you understand the requirements & you intend to honor the contract in full.		
Step 2		Select PD Specialist (if you have not already)	
		First time seeking CDA credential ↓	Prior CDA Credential or seeking special accommodations during testing ↓
Step 3		Go to CDA Council website to complete application to payment section. Click on "Review Application" tab in upper right corner of screen to print completed portion of the application	Complete application in <i>The Child Development Associate National Credentialing Program and CDA Competency Standards</i> .
Step 4	Send signed contract copy of Customer ID page & W-9 to Scholarship Counselor within 30 days of receiving contract . If the application process is not completed within 30 days, the contract is voided. Applicant can re-apply for scholarship when she is ready to be assessed.		

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Does my contract, other required paperwork, and CDA Credential need to be *mailed* to my Scholarship Counselor?

No. All paperwork can be either faxed, or emailed to your Scholarship Counselor. Contact information including fax numbers and email addresses of Scholarship Counselors are provided below.

Scholarship Counselors:						
Shamell Baxter Email: shutchins@ocrra.org	Fax: 614-396-5960			Phone: 614-310-1372		
Belinda Kitsos Email: bkitsos@ocrra.org	Fax: 614-396-5960			Phone: 614-310-1368		
Latoya Fuqua Email: lfuqua@ocrra.org	Fax: 614-396-5960			Phone: 614-310-1369		

Should I complete the online application or paper application?

The CDA Council requires a paper application be submitted if you already have earned a CDA credential, or are requesting special accommodations during test taking; the cost is \$425. If you are pursuing the CDA Credential for the first time you can select either the online application or paper application. The online option is the preferred method of application; it costs \$425. It speeds up the process and allows you to better track your progress as you work through the CDA assessment process.

What steps do I take after receiving the voucher from my Scholarship Counselor?

Follow the steps below. You will be following CDA Council procedures until you send a copy of your CDA Credential to your Scholarship Counselor.

	TEACH OHIO	CDA Council	
		First time seeking CDA credential ↓	Prior CDA Credential or seeking special accommodations during testing ↓
Step 1			Mail application with voucher to: CDA Council 2460 16 th Street NW Washington, D. C. 20009-3547
Step 2			
Step 3		Receive <i>Ready to Schedule</i> notice from CDA Council	
Step 4		Take test & be observed within 6 months of receiving <i>Ready to Schedule</i> notice	
Step 5		Receive credential from CDA Council	
Step 6	Send copy of CDA Credential to Scholarship Counselor to receive bonus check		
Step 7	Respond to online TEACH OHIO survey		

When should I contact my Scholarship Counselor?

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- When a personal or family situation prevents you from completing the CDA assessment process.
- When you are considering changing your job or are no longer employed by your employing program.
- When you have a change of home address. You will need to notify TEACH OHIO and the Registry.

What if I have questions about the CDA Council's procedures, including finding a PD Specialist or locating a testing site?

- Consult the book entitled *The Child Development Associate National Credentialing Program and CDA Competency Standards*
- Call the CDA Council at 1-800-424-4310
- Consult the CDA Council's website (www.cdacouncil.org) for help to find PD Specialist or testing site
- Contact your TEACH OHIO Scholarship Counselor. TEACH OHIO is not the same organization as the CDA Council; our Scholarship Counselors are fully aware of their procedures and can guide you through the CDA process.

This was a great experience; how can I support TEACH OHIO for future scholars?

We may contact you to ask if you would be willing to share your story with one of our state partners, funders, or legislators. We also hope you will take the opportunity to share with others how TEACH has helped support your pursuit of increased education, knowledge and skills to benefit children in your care.

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CDA Assessment Fee Scholarship Acknowledgement Form

I have read and understand the information contained in the *TEACH CDA Assessment Fee Scholarship Handbook*. I will contact my TEACH Scholarship Counselor with any questions. I realize that TEACH will not issue a voucher until I return this signed form, as well as other required paperwork.

I understand that the *TEACH CDA Assessment Fee Handbook* may change at any time. It is my responsibility to check the website periodically at occrpa.org/wd for updates.

Participant Name (print and sign)

Date

Sponsoring Director (print and sign)

Date

Return this form to your TEACH Scholarship Counselor along with 1 copy of your signed contract and a W-9.