

How to use this guide




This guide identifies courses that will help you meet the training requirements set by the [Council for Professional Recognition](#). Courses listed in this guide are specific to early educators **working with infants and toddlers in a child care facility***.



- 1 Choose the CDA Subject area you want to focus on.
- 2 Choose the courses within that subject area to complete the required number of hours.
- 3 Learn more about each training and register by visiting ndchildcare.org/training/calendar

All courses listed in this guide are sponsored by Child Care Aware® of North Dakota and are Growing Futures-approved.

**Separate planning guides are available for those working with preschoolers or in family child care.*

Training Delivery Methods		
	Face-to-Face	These in-person training events give you the opportunity to interact with leading experts in the early care and education field as they present the latest trends, research and hot topics.
	Online, Self-Paced	These online, self-study courses are available 24/7 and include a quiz or an instructor-graded evidence of learning questions where you apply the skills and knowledge you learned throughout the course.
	Online, Instructor-Led	These online courses include weekly chat sessions, message board postings, as well as reading and writing assignments.

Content Area	Core Competency
I	Child Growth and Development
II	Learning Environment and Curriculum
III	Assessment and Planning for Individual Needs
IV	Interactions with Children
V	Families and Communities
VI	Health, Safety and Nutrition
VII	Program Planning and Evaluation
VIII	Professional Development and Leadership




CDA Subject Area	
CDA1	Planning a safe and healthy learning environment
CDA2	Advancing children's physical and intellectual development
CDA3	Supporting children's social and emotional development
CDA4	Building productive relationships with families
CDA5	Managing an effective program
CDA6	Maintaining a commitment to professionalism
CDA7	Observing and recording children's behavior
CDA8	Understanding principles of child development and learning

CDA 1

Requirements

Completion of at least **10 hours in CDA Subject Area 1** with a grand total of 120 hours.

Planning a safe and healthy learning environment

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Big Body Play <i>**coming fall 2019</i>	3	VI	\$15		
Effective Environments for Infants and Toddlers	10	II	\$45		
Family Style Dining <i>**coming fall 2019</i>	2	VI	\$15		
Getting Started	15	VI	Free		
Promoting Wellness Module 1	2	VI	\$15		
Promoting Wellness Module 2	2	VI	\$15		
Promoting Wellness Module 3	2	VI	\$15		
Promoting Wellness Module 4	2	VI	\$15		
SIDS (Online)	1	VI	Free		
Special Health Care Needs	3	VI	\$15		
Supervision	2	VI	\$15		
SIDS (Face-to-Face) › Devils Lake: September 5, 2019 › Bismarck: September 7, 2019 › Fargo: September 19, 2019	1	VI	\$10		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed





CDA 1 TOTAL CLOCK HOURS COMPLETED: _____

CDA 2

Requirements

Completion of at least **10 hours in CDA Subject Area 2** with a grand total of 120 hours.

Advancing children’s physical and intellectual development

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Building Structures with Young Children <i>January 23, 30, February 6, 13, 20, 27, 2020</i>	18	II	\$60		
Everyday STEAM › Jamestown: September 14, 2019 › Devils Lake: October 5, 2019 › Williston: October 12, 2019 › Dickinson: November 16, 2019	2	II	\$21		
How Blocks Stack Up › Williston: October 12, 2019 › Bismarck: November 21, 2019	2	II	\$21		
Rollicking Read-Alouds › Grand Forks: November 7, 2019	2	II	\$21		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed





CDA 2 TOTAL CLOCK HOURS COMPLETED: _____

CDA 3

Requirements

Completion of at least **10 hours in CDA Subject Area 3** with a grand total of 120 hours.

Supporting children’s social and emotional development

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Guiding Behavior: 10 Steps to Positive Discipline	8	IV	\$25		
Inclusion	2	IV	\$15		
Responding to Behavior <i>March 5, 12, 19, 26, 2020</i>	12	IV	\$50		
Supporting Children’s Sensory Preferences › Jamestown: September 14, 2019 › Devils Lake: October 5, 2019 › Dickinson: November 16, 2019	2	IV	\$21		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed

CDA 3 TOTAL CLOCK HOURS COMPLETED: _____

CDA 4

Requirements

Completion of at least **10 hours in CDA Subject Area 4** with a grand total of 120 hours.

Building productive relationships with families

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Cultural Sensitivity and Diversity	4	V	\$15		
Family Systems Theory	1	V	\$15		
Homelessness	1	V	\$15		
Partnering with Families	3	V	\$25		
Building Connections with Diverse Families <i>September 10, 17, 24, October 1, 2019</i>	12	V	\$50		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed

CDA 4 TOTAL CLOCK HOURS COMPLETED: _____

CDA 5

Requirements

Completion of at least **10 hours in CDA Subject Area 5** with a grand total of 120 hours.

Managing an effective program

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Center Business	5	VII	\$25		
Curriculum	10	II	\$45		
Setting Effective Goals <small>(formerly Continuous Quality Improvement)</small>	5	VII	25		
Being a Supervisor <small>November 4, 11, 18, 25, 2019</small>	12	VII	\$50		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed

CDA 5 TOTAL CLOCK HOURS COMPLETED: _____

CDA 6

Requirements

Completion of at least **10 hours in CDA Subject Area 6** with a grand total of 120 hours.

Maintaining a commitment to professionalism

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Being a Professional	3	VIII	\$25		
Code of Ethical Conduct	3	VIII	\$15		
Developmentally Appropriate Practice	3	III	\$15		
Overview of Professional Development	2	VIII	\$15		
How Effective Directors Get Things Done <i>January 16, 23, 30, February 6, 13, 2020</i>	15	III	\$55		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed


CDA 6 TOTAL CLOCK HOURS COMPLETED: _____

CDA 7

Requirements

Completion of at least **10 hours in CDA Subject Area 7** with a grand total of 120 hours.

Observing and recording children's behavior

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Assessing Young Children	10	III	\$45		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed








CDA 7 TOTAL CLOCK HOURS COMPLETED: _____

CDA 8

Requirements

Completion of at least **10 hours in CDA Subject Area 8** with a grand total of 120 hours.

Understanding principles of child development and learning

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed
Cognitive Development	1.5	I	\$15		
Language Development	1.5	I	\$15		
Overview of Child Development	3	I	\$15		
Physical Development	1.5	I	\$15		
Social-Emotional Development	1.5	I	\$25		
Social and Emotional Development in the First Five Years of Life <i>March 31, April 7, 14, 21, 28, 2020</i>	15	I	\$55		
Building a Healthy Brain › Minot: September 7, 2019 › Fargo: September 14, 2019 › Bismarck: September 21, 2019 › Grand Forks: September 21, 2019	3	I	\$28		

Other courses completed

Course	Clock Hours	ND Content Area	Fee	Delivery Method	Completed

CDA 8 TOTAL CLOCK HOURS COMPLETED: _____

TOTAL CLOCK HOURS COMPLETED:

GRAND TOTAL:

CDA 1: _____

CDA 5: _____

_____ / 120

CDA 2: _____

CDA 6: _____

CDA 3: _____

CDA 7: _____

CDA 4: _____

CDA 8: _____