




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 ndgrowingfutures.org.

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

Training Delivery Methods

	Face-to-Face (Virtual)	These virtual 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.





North Dakota Core Competency		CDA Subject Area	
I	Child Growth and Development	CDA1	Planning a safe and healthy learning environment
II	Learning Environment and Curriculum	CDA2	Advancing children's physical and intellectual development
III	Assessment and Planning for Individual Needs	CDA3	Supporting children's social and emotional development
IV	Interactions with Children	CDA4	Building productive relationships with families
V	Families and Communities	CDA5	Managing an effective program
VI	Health, Safety and Nutrition	CDA6	Maintaining a commitment to professionalism
VII	Program Planning and Evaluation	CDA7	Observing and recording children's behavior
VIII	Professional Development and Leadership	CDA8	Understanding principles of child development and learning

CDA 4: Building productive relationships with families

Requirements

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

**CDA 4 TOTAL
CLOCK HOURS
COMPLETED:**

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Cultural Sensitivity and Diversity	4	V		
Family Systems Theory	1	V		
Homelessness	1	V		
Partnering with Families	3	V		

Other courses completed





Course	Clock Hours	ND Core Comp	Completed

CDA 5: Managing an effective program

Requirements

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

**CDA 5 TOTAL
CLOCK HOURS
COMPLETED:**

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Facility Based Program Business	5	VII		
Communication and Teamwork	3	VII		
Setting Effective Goals (formerly Continuous Quality Improvement)	5	VII		
Staff Management: Hiring and Orientation	2	VII		

Other courses completed

Course	Clock Hours	ND Core Comp	Completed

CDA 6: Maintaining a commitment to professionalism

Requirements

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

**CDA 6 TOTAL
CLOCK HOURS
COMPLETED:**

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Being a Professional	3	VIII		
Code of Ethical Conduct	3	VIII		
Developmentally Appropriate Practice	3	VIII		
Overview of Professional Development	2	VIII		

Other courses completed

Course	Clock Hours	ND Core Comp	Completed

CDA 7: Observing and recording children's behavior

Requirements

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

**CDA 7 TOTAL
CLOCK HOURS
COMPLETED:**

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Conducting Family Conferences	1	III		
Individualization and Planning	3	III		
Observing Young Children	3	III		
Understanding Stress and Trauma in Young Children	4	III		

Other courses completed







Course	Clock Hours	ND Core Comp	Completed

CDA 8: Understanding principles of child development and learning

Requirements

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

**CDA 8 TOTAL
CLOCK HOURS
COMPLETED:**

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Cognitive Development	1.5	I		
Language Development	1.5	I		
Overview of Child Development	1.5	I		
Physical Development	1.5	I		
Powerful Play	2	I		
Social-Emotional Development	1.5	I		

Other courses completed

Course	Clock Hours	ND Core Comp	Completed

TOTAL CLOCK HOURS COMPLETED:

GRAND TOTAL:

CDA 1:

CDA 5:

/ 120

CDA 2:

CDA 6:

CDA 3:

CDA 7:

CDA 4:

CDA 8: