

### 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 preschoolers 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](http://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 infants and toddlers or in family child care.*

#### Training Delivery Methods

	<b>Face-to-Face</b>	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.
	<b>Online, Self-Paced</b>	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.
	<b>Online, Instructor-Led</b>	These online courses include weekly chat sessions, message board postings, as well as reading and writing assignments.

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













CDA Subject Area	
<b>CDA1</b>	Planning a safe and healthy learning environment
<b>CDA2</b>	Advancing children's physical and intellectual development
<b>CDA3</b>	Supporting children's social and emotional development
<b>CDA4</b>	Building productive relationships with families
<b>CDA5</b>	Managing an effective program
<b>CDA6</b>	Maintaining a commitment to professionalism
<b>CDA7</b>	Observing and recording children's behavior
<b>CDA8</b>	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 Preschoolers	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: \_\_\_\_\_