




## 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 in a family child care setting\***.

- 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](http://ndgrowingfutures.org).

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 preschoolers in a child care facility.*

Training Delivery Methods		
	<b>Face-to-Face (Virtual)</b>	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.
	<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.

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

# CDA 1: Planning a safe and healthy learning environment

## Requirements

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

**CDA 1 TOTAL  
CLOCK HOURS  
COMPLETED:**

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Big Body Play	2	VI		
Digital Decisions	2	II		
Effective Indoor Environments	3	II		
Effective Outdoor Environments	2	II		
Family Style Dining	2	VI		
Getting Started	15	VI		
Overview of Curriculum	2	II		
Promoting Wellness Module 1	2	VI		
Promoting Wellness Module 2	2	VI		
Promoting Wellness Module 3	2	VI		
Promoting Wellness Module 4	2	VI		
Schedules, Routines & Transitions	2	II		
SIDS (Online)	1	VI		
Special Health Care Needs	3	VI		
Supervision	2	VI		


### Other courses completed

Course	Clock Hours	ND Core Comp	Completed

## CDA 2: Advancing children's physical and intellectual development

**Requirements**

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

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Dual Language Learners	2	I		

**Other courses completed**



Course	Clock Hours	ND Core Comp	Completed

**CDA 2 TOTAL  
CLOCK HOURS  
COMPLETED: 0**

## CDA 3: Supporting children's social and emotional development

**Requirements**

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

Course	Clock Hours	ND Core Comp	Delivery Method	Completed
Guiding Behavior: 10 Steps to Positive Discipline	8	IV		
Inclusion	2	IV		

**Other courses completed**

Course	Clock Hours	ND Core Comp	Completed





**CDA 3 TOTAL  
CLOCK HOURS  
COMPLETED:**

## 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: 0**

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
Communication and Teamwork	3	VII		
In Home Program Business	10	VII		
Setting Effective Goals (formerly Continuous Quality Improvement)	5	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:**