

CDA Planning Guide for Infants and Toddlers

How to use this guide

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

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|  | Choose the CDA Subject area you want to focus on. |
|  | Choose the courses within that subject area to complete the required number of hours.  |
|  | Learn more about each training and register by visiting [ndgrowingfutures.org](https://www.ndgrowingfutures.org/).  |

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| 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** | This online, instructor-led course includes weekly Virtual Peer Learning Group sessions and reading and writing assignments.   |

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

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| 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 |
| **IX** | Principles of Child Development |  |  |

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.

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Super Groups | 2.5 | Face-to-face |  |
| Family Childcare Foundations | 8 | Online,instructor-led |  |
| Effective Indoor Environment | 3 | Self-paced |  |
| Effective Outdoor Environment | 2 | Self-paced |  |
| Family Style Dining | 2 | Self-paced |  |
| Promoting Wellness Module 1: Activity and Movement | 2 | Self-paced |  |
| Promoting Wellness Module 2: Movement Activities | 2 | Self-paced |  |
| Promoting Wellness Module 3: Nutrition & Healthy Choices | 2 | Self-paced |  |
| Promoting Wellness Module 4: Nutrition Activities | 2 | Self-paced |  |
| Schedules, Routines and Transitions | 2 | Self-paced |  |
| Special Health Care Needs | 3 | Self-paced |  |
| Supervision | 2 | Self-paced |  |
| Overview of Curriculum | 2 | Self-paced |  |
| Getting Started | 15 | Self-paced |  |
| Mandated Reporter | 1 | Self-paced |  |
| ND Safe Sleep | 1 | Self-paced |  |
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**CDA 1 TOTAL CLOCK HOURS COMPLETED:**

CDA 2: Advancing Children’s Physical and Intellectual Development

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Understanding Toddlers | 2 | Online, Instructor led |  |
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**Requirements**

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

**CDA 2 TOTAL CLOCK HOURS COMPLETED:**

CDA 3: Supporting Children’s Social and Emotional Development

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Partnering & Building Connection with Families | 3 | Self-paced |  |
| Family Childcare Foundations | 4 | Face-to-face |  |
| Guiding Behavior: 10 Steps to Positive Discipline | 8 | Self-paced |  |
| Inclusion | 3 | Self-paced |  |
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**Requirements**

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

**CDA 3 TOTAL CLOCK HOURS COMPLETED:**

CDA 4: Building Productive Relationships with Families

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Homelessness | 1 | Self-paced |  |
| Family Systems Theory | 1 | Self-paced |  |
| Cultural Sensitivity & Diversity | 4 | Self-paced |  |
| Sharing Concerns with Families | 2 | Face-to-faceOnline,Instructor Led |  |
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**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:**

CDA 5: Managing an Effective Program

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Being an Effective Director |  | Face-to-face |  |
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**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:**

CDA 6: Maintaining a Commitment to Professionalism

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Code of Ethical Conduct | 3 | Self-Paced |  |
| Developmentally Appropriate Practice | 3 | Self-paced |  |
| Overview of Professional Development | 2 | Self-paced |  |
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**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:**

CDA 7: Recording and Observing Children’s Behavior

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Observing & Young Children | 3 | Self-paced |  |
| Individualization & Planning | 3 | Self-paced |  |
| Understanding Stress and Trauma in Young Children | 4 | Self-paced |  |
| Conducting Family Conferences | 1 | Self-paced |  |
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**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:**

CDA 8: Understanding Principles of Child Development and Learning

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| **Course** | **Clock Hours** | **Delivery Method** | **Completed** |
| Cognitive Development | 1.5 | **Self-Paced** |  |
| Powerful Play | 2 | Self-Paced |  |
| Social-Emotional Development | 1.5 | Self-Paced |  |
| Overview of Child Development | 1.5 | Self-Paced |  |
| Physical Development | 1.5 | Self-Paced |  |
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**Requirements**

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

**TOTAL CLOCK HOURS COMPLETED: GRAND TOTAL:**

**CDA 1: CDA 5: / 120**

**CDA 2: CDA 6:**

**CDA 3: CDA 7:**

**CDA 4: CDA 8:**