WCMCA Head Start
Professional Development Agreement

Name:_____ **Position**:_____

*Initial the appropriate box

In accordance with Head Start Performance Standard 1302 .91e3, and as prescribed in section 648A(a)(2)(B)(ii)2s of the Act, a program must ensure Head Start assistant teachers, at a minimum have a CDA credential or state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of hire. (Head Start Performance Standards, 2016).

☐ I acknowledge that I am enrolling in a National Head Start Association (NHSA) online platform to complete my Child Development Associate (CDA) credential provided to me by WCMCA Head Start. This online course is expedited to support the professional development for qualified staff members in our program. With the support of a NHSA CDA cohort leader, I will complete this course in four months. Failure to complete the CDA within NHSA's training plan will result in termination. I will develop and maintain a detailed Professional Development Plan in ChildPlus with my course updates and keep my direct supervisor informed of my progress and challenges. An EHS FES acknowledges the completion of their Infant Toddler CDA credential as the first step leading to the enrollment of a BA or BS Early Childhood Education degree. An ECE degree is required by WCMCA program expectations.

Hire date: _____ NHSA Course start date: _____ Anticipated completion date: _____

In accordance with Head Start Performance Standard 1302.91 section 648A(a)(3)(B)27 of the Act, a program must ensure all center-based teachers have at least an associate's or bachelor's degree in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act. (Head Start Performance Standards, 2016).

☐ I acknowledge and agree that I will enroll in a BA or BS program or continue my course of education as specified in the standard above. I will develop and maintain a Professional Development Plan in ChildPlus and keep my direct supervisor informed of my progress and challenges. In addition, I will provide continuous transcripts to my direct supervisor until my degree is completed. Once completed, I will provide Head Start with my completed Degree or Transcript from my graduating institution.

Hire date: _____ Course start date: _____ Anticipated completion date: _____

Family services staff qualification requirements. ***A program must ensure staff who work directly with families on the family partnership process hired after November 7, 2016, have within eighteen months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field.1302.91(7) (Head Start Performance Standards, 2016).***

☐ I agree to complete the Family Service Credential (9 training days) provided to me by WCMCA Head Start within 18 months of hire.

Hire date: _____ Course start date: _____ Anticipated completion date: _____

Staff Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

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Important information to know and agree to follow for successful completion in the NHSA CDA Course:

1. **Eligibility for Employment:** The candidate must meet the eligibility criteria for employment as a Head Start Assistant at WCMCA Head Start, by having a high school diploma or GED certificate.
2. **Employment Commitment:** The candidate will commit to fulfilling all their job responsibilities as a Head Start Assistant while participating in the CDA Training Pathway program. CDA course work is completed outside of a candidate's regular work hours.
3. **Experience Requirement:** The candidate will complete a minimum of 480 hours of experience working with children in the specific group setting (Infant/Toddler or Preschool) for which they are earning the CDA. Additionally, they should ensure that 80% of these required hours are completed by the time they apply for the CDA credential with the Council for Professional Recognition.
4. **Technical Proficiency:** The candidate will demonstrate a basic level of technical proficiency, including computer use, internet access, and online platform navigation. These skills are necessary for completing the online components of the program. WCMCA Head Start will provide a computer/Internet access. Internet access will not be provided for off-site use of the computer.
5. **Time Management:** The candidate must effectively balance their responsibilities as a Head Start Assistant with the demands of the CDA Training Pathway program. This includes meeting coursework deadlines, attending online meetings, and keeping up with program requirements. Strong time management and organizational skills are essential. The candidate's Professional Development Plan in ChildPlus will assist with meeting program requirements/deadlines.
6. **Commitment to Professional Development:** The candidate will show independence and commitment to their professional development and the enhancement of their knowledge and skills in early childhood education. This includes regular communication with their direct supervisor about their CDA progress and communication with the NHSA CDA Pathway coaches and CDA Council support contacts with questions or concerns related to their CDA.
7. **Program Duration:** The CDA Training Pathway program typically spans four months for completion, and the candidate will be prepared to meet this time commitment. Effective time management is crucial for successfully completing the program within the specified timeframe. Specific duties include: attending online meetings, completing coursework, timely documentation in ChildPlus, frequent communication with direct supervisor and NHSA Cohort leader, create a portfolio, scheduling a CDA observation (verification visit) and CDA exam.
8. **Live Training Participation:** When enrolling in the live training pathway, the candidate will be offered the opportunity to participate in regular online meetings with a CDA Professional Development coach, engage in one-on-one check-ins, and undergo portfolio reviews by a professional development coach.
9. **Professional Portfolio:** The candidate will create and maintain a professional portfolio throughout the course as it is a mandatory requirement of the program.
10. **Support for Verification and Exam:** When participating in the live training pathway, the candidate must be willing to receive support in scheduling the CDA exam and verification visit (if needed) as mandatory requirements for obtaining the CDA credential.

No Experience (*following MNRule 3 "experience" definition)			
	Timeline for 480hr. Prerequisite Service Requirements	NHSA CDA Cohort Start	Estimated CDA Certification
HS Asst. 38 hours week	13 weeks (11 wk. 384 hr. registration)	Dec-1st year (4-month completion)	May-1st year
28 hours week	18 weeks (14 wk. 384 hr. registration)	Sept/Oct- 2nd year (4-month completion)	Jan-2nd year
20 hours week	24 weeks (20 wk. 384 hr. registration)	Sept/Oct-2nd year (4-month completion)	Jan-2nd year

As a CDA candidate, I understand and agree to complete the expectations as stated above.

Staff Signature:_____ Date:_____

As a direct supervisor of the CDA candidate, I understand my role and agree to regularly communicate on the CDA progress/challenges as I support this candidate.

Supervisor Signature:_____ Date:_____