



CDA Assessment Fee Scholarship Participant and Sponsor Handbook



2760 Airport Drive Suite 160
Columbus, OH 43219
Toll Free: 1-877-547-6978

Website: <http://www.occrra/teach-early-childhood>

Email: teach@occrra.org

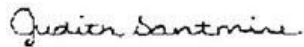
Dear Scholarship Recipient and Sponsor,

Congratulations on receiving a T.E.A.C.H. Early Childhood® OHIO Scholarship! You should be proud of your commitment to increasing your knowledge and skills, which in turn improves the quality of care the children in your program receive.

Please carefully read this Handbook so you will have a clear understanding of T.E.A.C.H. and what is expected of you as a T.E.A.C.H. OHIO scholar. Please sign and return the *CDA Assessment Fee Scholarship Participant and Sponsor Handbook Acknowledgement* form located at the end of this Handbook so we will know you received, read and understand the policies of your scholarship agreement.

We included a staff directory on page 2 of the Handbook. Feel free to contact us with your questions or concerns. We are here to support and advocate for you.

Sincerely,

A handwritten signature in cursive script that reads "Judith Santmire".

Judith Santmire
Chief Operating Officer
Ohio Child Care Resources & Referral Association

Administering Agency

Ohio Child Care Resources & Referral Association (OCCRRA), the administrative home of T.E.A.C.H. in Ohio, is a nonprofit membership organization provides a variety of services to the seven local CCR&R agencies and their staff. To learn more, visit our website, www.occrra.org, call 1-877-547-6978, or e-mail teach@occrra.org.

OCCRRA agrees to respect and maintain confidentiality of all your personal information. We keep all information in a secure place. OCCRRA will not sell your personal information to anyone. Personal information may be shared with funders of your scholarship for the purposes of producing aggregate data for reporting, and may be used for determination of eligibility. Communications between scholars, sponsors and OCCRRA may also be shared with funders and be used to determine continuing scholarship eligibility. Email addresses of scholars and sponsors will be used to communicate scholarship related information, and opportunities to advocate for the early childhood workforce and OCCRRA. Participant names and contact information may also be shared with our member Resource and Referral agencies. The Resource and Referral agency in your area may contact you to offer further professional development assistance, and to recognize you for your achievements related to participation with T.E.A.C.H.

CDA Council

The Council for Professional Recognition (CDA Council) administers the Child Development Associate (CDA) National Credentialing Program. T.E.A.C.H. is not the same organization as the CDA Council; however our staff is fully aware of their procedures and can guide you through the CDA process. For specific inquiries regarding the CDA process, we encourage you to review the website (<http://www.cdacouncil.org>), or call the toll-free number 1-800-424-4310.

Scholarship Counselor

Your primary contact at T.E.A.C.H. OHIO will be the Scholarship Counselor assigned your scholarship application. Our Scholarship Counselors have a minimum of a bachelor's degree in Early Childhood Education or a related field and a variety of experience in the Early Childhood Education field. The Scholarship Counselor provides counseling and support to T.E.A.C.H. participants and sponsoring program directors. The Scholarship Counselor is available to assist you when you have questions regarding your T.E.A.C.H. scholarship.

Please communicate with her on a regular basis. We encourage you to contact your assigned Scholarship Counselor to check on paperwork and/or next steps. We especially want to hear from you:

- When you move and have a change of address. (While both T.E.A.C.H. OHIO and the Ohio Professional Registry are housed at OCCRRA, we do not use the same database. Notifying one department with your address change does not notify the other department. If you have a change of address while you are a T.E.A.C.H. OHIO scholar, you must notify your Scholarship Counselor and the Ohio Professional Registry with your address change.)
- When you have earned a credential.
- When a personal or family situation prevents you from completing the CDA assessment process.
- When you are considering changing jobs or are no longer employed by your sponsoring

program.

Contact Information

OCCRRRA

2760 Airport Drive Suite 160

Columbus, OH 43219

Phone: 614-396-5959

Toll Free: 877-547-6958

Scholarship Counselors:

Denielle Young

Fax: 614-396-5960

Phone ext.: 304

Email: dyoung@ocrra.org

Tonya Ward

Fax: 614-396-5963

Phone ext.: 307

Email: tward@ocrra.org

Cathy Ryan

Fax: 614-396-5966

Phone ext.: 303

Email: cryan@ocrra.org

Paperwork can be mailed, faxed or emailed to your Scholarship Counselor.

CDA Assessment Fee Scholarship Process

When your scholarship application arrived in the T.E.A.C.H. office it was assigned to a Scholarship Counselor. The Scholarship Counselor reviewed the application for completeness. If the Scholarship Counselor had questions or sought additional information you and/or your program director were contacted. Only *complete* applications are reviewed for approval.

Issuing Contract and Emailing Handbook Link: Before T.E.A.C.H. OHIO provides you with a payment Voucher to send to the CDA Council, your scholarship application was approved and contracts signed. The procedures are described below:

After your application was approved, the Scholarship Counselor:

- Mailed three copies of a T.E.A.C.H. contract (Type B Family Child Care providers and center owners receive two copies) along with a cover letter to your home address provided on your scholarship application. The contract spells out the partnership agreement and to what each party (T.E.A.C.H. OHIO, scholarship recipient, and sponsoring center) is committing. Please sign all three copies. One copy is for your records, one for your sponsoring program director, and one must be returned to your Scholarship Counselor. The contract, with the signatures of the scholarship recipient and the sponsoring program director, becomes effective when it is received by the Scholarship Counselor. The contract is in effect for 1 year; consult your contract for specific range of dates.
- Sent an email allowing you to access an informational **Handbook** for you and your sponsoring program director that details how the CDA Assessment Fee Scholarship works. You and your sponsoring program director are expected to read the **Handbook** to gain an understanding

Carefully read the contract before signing. Be certain you understand your responsibilities. You are making a long-term commitment to your current employer when you sign the contract. Do not sign unless you understand the requirements & you intend to honor the contract in full.

of how the scholarship works. The last page in the **Handbook** is a form entitled *CDA Assessment Fee Scholarship Participant and Sponsor Handbook Acknowledgement Form*. The form must be signed by you and your sponsoring program director to indicate both read and understand the information provided in the **Handbook**. The form must be returned to the Scholarship Counselor.

Applying to the CDA Council. In addition, you are required to send to your Scholarship Counselor a copy of your **CDA Assessment Application**, the application you are submitting to the CDA Council. There are two options available for applying to the CDA Council for assessment – the electronic version and the paper version.

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| <p>An <i>electronic version</i> of the CDA Assessment Application is available on the CDA Council website (www.cdacouncil.org). Complete the application, including selection of a Professional Development Specialist (PDS) and the Director’s Permission, up to the payment section. Click on “Review Application” tab in upper right corner of screen to print the completed portion of the application; three pages will result. Send these three pages to your Scholarship Counselor along with the contract and Acknowledgement form.</p> <p>The electronic option is the preferred method of application. It speeds up the process and allows you to better track your progress as you work through the CDA assessment process.</p> | <p>A <i>paper version</i> of the CDA Assessment Application is available in <i>The Child Development Associate National Credentialing Program and CDA Competency Standards</i>. Complete the application, including the selection of a PD Specialist and Director’s Permission. In the payment section select the option: <i>An agency is paying all or part of my application</i>. Keep the original to send to the CDA Council and send a copy of the printed CDA Assessment Application to your Scholarship Counselor along with the contract and the Acknowledgement form.</p> <p>The CDA Council requires a paper application be submitted if you already have earned a CDA credential.</p> |
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Please consult *The Child Development Associate National Credentialing Program and CDA Competency Standards* book for additional **CDA Assessment Application** information, including instructions for selecting a PD Specialist.

To review, you will return to your T.E.A.C.H. OHIO Scholarship Counselor:

- One copy of the signed contract
- Signed *CDA Assessment Fee Scholarship Participant and Sponsor Handbook Acknowledgement Form*
- A copy of the application you are sending to the CDA Council

T.E.A.C.H. OHIO requires the three documents to be submitted to your Scholarship Counselor within *3 months of the contract issuance*. If the documents have not been returned within that time frame, the contract will be voided and payment returned. The scholarship applicant can submit another application when she is ready to be assessed. Please contact your Scholarship Counselor if circumstances arise to delay document submission.

Issuing the Voucher. After the above mentioned documents have been submitted to your Scholarship Counselor, she will mail a Voucher for the \$425 fee charged by the CDA Council for its assessment process. The Voucher tells the CDA Council to invoice T.E.A.C.H. OHIO for the assessment fee on your behalf. Please do not send any money to the CDA Council. Your only financial obligation is the \$50 you already submitted to T.E.A.C.H. with your CDA Assessment Fee Scholarship Application.

Completing the CDA Assessment Application Process. How you complete the CDA Application process will depend upon which version of the CDA Assessment Application you selected.

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| <p>If you completed the <i>electronic version</i> of the CDA Assessment Application, return to the application to complete the payment section of the application and print the CDA Council’s cover letter. You will send the Voucher and the CDA Council’s cover letter together to the CDA Council. Options for sending the two documents to the CDA Council are provided on the CDA Council’s cover letter.</p> | <p>If you chose to complete the <i>paper version</i> of the CDA Assessment Application, you will mail the Voucher and the original CDA Assessment Application together to the CDA Council. The CDA Council’s mailing address is: 2460 16th Street NW Washington, D. C. 20009-3547</p> |
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The CDA Council sends a *Ready to Schedule* notice when your application has been processed. Upon receipt of this notice, you will be able to schedule a Verification Visit with the PD Specialist you have already selected, and schedule the CDA Exam at a local PearsonVUE testing center. Use the CDA Council website to schedule your CDA Exam.

The Council Committee will review the results of your assessment and make a decision whether to award you the Credential. If the Credential is awarded, the Council notifies you by email, and in 2 to 3 weeks mails the official Child Development Associate (CDA) Credential to you. Please refer to your *The Child Development Associate National Credentialing Program and CDA Competency Standards* book or the CDA Council website for more detailed information about the assessment process.

If you have been denied your Credential, the CDA Council will send you an explanation of its appeal process. Be certain you have fully prepared for your assessment before taking your CDA Exam and scheduling your Verification Visit. **T.E.A.C.H. OHIO will only pay for your assessment fee one time.**

Claiming Compensation. Once you have received the CDA Credential, please send a copy of the Credential to your Scholarship Counselor to claim your bonus from T.E.A.C.H. OHIO. At that time the Scholarship Counselor will mail a notice to your program director stating you should receive your \$100 bonus or 1% raise from your program. During the application process your sponsoring program director selected which of the compensation options it will provide you. Please refer to your contract for the selected option. If your program does not pay your bonus or give the raise as you expected, contact your Scholarship Counselor for assistance.

Keeping Your Commitment. CDA Assessment Fee Scholarship recipients are required to remain at their current programs or operate their family child care home for six months after issuance date of the Credential. This date can be found in the lower right hand corner of the CDA Credential. This is the commitment you made when you signed your T.E.A.C.H. OHIO contract.

Let your Scholarship Counselor know if you leave your sponsoring program by your own choice during your commitment period. If you have a life issue that forces you to leave your center, please let your Scholarship Counselor know. Otherwise, if the contract is broken or the commitment year is not completed, you will be prohibited from participating in T.E.A.C.H. in the future, your current contract will be terminated, and you may forfeit your bonus. Your sponsoring program may expect you to reimburse them some additional funds, as well (i.e., the center may try to reclaim a bonus or raise from you if you leave during your commitment period). We suggest you consult an employment lawyer before breaking your contract to be prepared for any repercussions. T.E.A.C.H. OHIO staff cannot give legal advice.

Surveys

You will receive by email an electronic link to a voluntary survey following completion of your contract. If you do not have a computer or internet connection available to you, please notify us and we will send you a hard copy of the survey by mail. We would appreciate you taking the time to respond to the survey. Completing the survey will assist us to advocate on your behalf and make changes to our program in response to your feedback.

Importance of Advocacy

On occasion, we may contact you to ask if you would be willing to share your story with one of our state partners, funders, or legislators. We also hope you will take the opportunity to share with others how T.E.A.C.H. has helped support your pursuit of increased education, knowledge and skills to benefit children in your care.

T.E.A.C.H. Early Childhood® OHIO

**CDA Assessment Fee Scholarship Participant and Sponsor Handbook
Acknowledgement Form**

I have read and understand the information contained in the T.E.A.C.H. *CDA Assessment Fee Scholarship Participant and Sponsor Handbook*. I will contact my T.E.A.C.H. Scholarship Counselor with any questions. I realize that T.E.A.C.H. will not issue a Voucher until I return this signed form, as well as other required paperwork.

I understand that the T.E.A.C.H. *CDA Participant and Sponsor Handbook* may change at any time. It is my responsibility to check the website periodically at <http://teach.occrra.org> for updates.

Participant Name (print and sign) _____
Date

Sponsoring Director (print and sign) _____
Date

Return this form to your T.E.A.C.H. Scholarship Counselor. Email and direct fax below.

Or mail: **T.E.A.C.H. Early Childhood® OHIO**
2760 Airport Dr. Suite 160
Columbus, OH 43219

Who is your assigned T.E.A.C.H. Scholarship Counselor? Please mark next to their name below:

- Tonya Ward: email: tward@occrra.org ; direct fax 614-396-5963
- Cathy Ryan: email: cryan@occrra.org ; direct fax 614-396-5966
- Denielle Young: email: dyoung@occrra.org fax 614-396-5960