

**Change in Personnel Information for ChildPlus Database**

**QUARTERLY UPDATES FOR CDA (Child Development Associates) CREDENTIAL**

Updates should be provided by the first of April, July, October, and January

Submit form by uploading to the Head Start Data Team SharePoint, Training Plan Documents Folder, External, Continued Education, Upload, 8021d and Supporting Documents

**TO BE COMPLETED BY EMPLOYER: Complete Updates on Continued Education Status**

Program Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Date Submitted to MARC Head Start: \_\_\_\_\_  
 Employee's Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Date enrolled in online CDA coursework or Care Courses \_\_\_\_\_ (Send copy of registration email)

\_\_\_ Infant/Toddler    \_\_\_ Preschool    \_\_\_ Home Visitor (Check One)

Date Received Orientation \_\_\_\_\_

Date started CDA Resource Collection \_\_\_\_\_

Date Submitted application for observation \_\_\_\_\_

Date CDA awarded \_\_\_\_\_ (Please attach a copy of the certificate)

*Update on status of current and completed coursework. If doing online CDA attached a copy of summary report and write # of hours completed. If doing Care Course, document name of current course and attach completed Care Course Certificates.*

**An update should be provided every three months during the months of April, July, October and January April (for the months of January – March), July (for the months of April – June), October (for the months of July – September) and January (for the months of October – December)**

**First Quarterly Update Month/Year:** \_\_\_\_\_

**Months that are being updated:** \_\_\_\_\_

Updates: \_\_\_\_\_

**Second Quarterly Update Month/Year:** \_\_\_\_\_

**Months that are being updated:** \_\_\_\_\_

Updates: \_\_\_\_\_

**Third Quarterly Update Month/Year:** \_\_\_\_\_

**Months that are being updated:** \_\_\_\_\_

Updates: \_\_\_\_\_

**Fourth Quarterly Update Month/Year:** \_\_\_\_\_

**Months that are being updated:** \_\_\_\_\_

Updates: \_\_\_\_\_