

MARC HEAD START REQUEST FOR EDUCATION FUNDS CDA Assessment/Renewal/Training

**Submit form by uploading to the Head Start Data Team SharePoint,
HR Folder, Upload, Continued Education Documents**

Program Name: _____ Contact Person: _____

Employee Name: _____ Title & Position: _____

Program Employee Works In: ___ Head Start ___ Early Head Start

ID# Assigned by Council when ready to submit Application: _____

CDA Training (Check all that apply):

___ Infant/Toddler ___ Preschool ___ Home Visitor

Check all that apply:___ ChildCare Aware CDA Scholarship - \$0 <https://www.cdascholarshipmo.org/Home>

___ Care Course CDA - \$398

___ TFC – CDA Coursework - \$299

___ TFC – Additional Support - Introduction to CDA and Audit of Completed Coursework - \$375

___ TFC – CDA Document Review - \$400

___ TFC – Additional Support – CDA Monthly Check-In - \$350

___ CDA Application Fee - \$425 **(Make sure Employee has given you their ID# Assigned to them by Council)**___ CDA Renewal - \$125 **(Make sure Employee has given you their ID# Assigned to them by Council)**

- A current professional development plan outlining the process for obtaining qualification, timeline and signed off and dated by staff and supervisor is required to be submitted with this form.
- If an employee is going through ChildCare Aware, the program will provide with this form the agreement employee signed and the registration email when their online enrollment is confirmed.
- MARC Head Start Quality Assurance Coordinator will order the CDA training in a book format or online format for the employee. **The online training will include a subscription for one year. If it is necessary for the employee to renew enrollment in the program beyond one year for any reason, it will be the financial responsibility of the employee or direct service provider.**
- MARC Head Start Quality Assurance Coordinator will set up third-party payment authorization through the Council's online registration portal after receiving the request form for CDA Application or CDA Renewal for the employee. **Employee must provide their ID# assigned by the council on the CDA portal for MARC Head Start to set up the third-party payment. Please have this information when submitting request for CDA Application or CDA Renewal.**

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____