Head Start
MID-AMERICA REGIONAL COUNCIL

8030b

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: _____ Employee Email Address: _____

Employee Title: _____ Employee Position: _____

Program Employee Works In: ____ Early Head Start ____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
_____CDA Scholarship - $0 - Name of Company Scholarship came from _____
_____TFC – CDA Credential Training Hours - $299
_____TFC – Additional Support - Introduction to CDA and Audit of Completed Coursework - $375
_____TFC – CDA Document Review - $400
_____CDA Application Fee - $525 (Make sure Employee has given you their ID# Assigned to them by Council)
_____CDA Renewal - $250 (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: _____

Form 8030b Revised: 8/13/25