Head Start
MID-AMERICA REGIONAL COUNCIL

Form 8021d

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, HR Folder, Upload, Continued Education 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: _____

_____

Form 8021d Reviewed: 8/13/25