

CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.
5939 Blackthorn Road, Jacksonville, FL 32244

**VCDE EARLY CHILDHOOD EDUCATION CATALOG
FOR THE
VALUES-BASED CHILD DEVELOPMENT EDUCATION CREDENTIAL**



Images © 2006 JupiterImages Corporation

**PROFESSIONAL TRAINING
DESIGNED AND DEVELOPED BY**



Smart Horizons has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 8405 Greensboro Drive, Suite 800, McLean, VA 22102

**Enroll today on the web at www.cdealliance.org or
Enroll by calling 904.573.8831 or 8833**

Volume 1 2008 – 2009

Revised 2010

Table of Contents

	Page
Governing Body.....	3
Mission Statement and Purposes.....	4
Purposes of CDEA.....	4
Academic Calendar.....	5
Admissions Policies and Requirements.....	5
Licensure.....	5
Training Overview.....	6
Articulation.....	6
Procedures for Acquiring VCDE Credential.....	7
Renewal Process for VCDE.....	8
Timeline for Success.....	9
Overview of Objectives and Competencies.....	10
VCDE Competencies.....	13
Endorsement CDE 122 – Values Education Module Outline.....	15
Florida Child Care Professional Credential.....	17
Formal Education.....	17
Endorsement in Values Education Modules for VCDE.....	19
Course Numbering System.....	19
Grading System.....	19
Other Available Online Training	
Staff Renewal.....	20
Director’s Renewal.....	21
10-Hour In-service Training Options.....	22
Financial Aid through TEACH.....	24
Cancellation and Refund Policy.....	25
Library, Learning Resources, and Information Services.....	25
Reasons for Dismissal from Values Education Modules.....	25
Procedures for Student Complaints.....	26

GOVERNING BODY

The Administration and Staff of The Child Development Education Alliance, Inc.

Ellen McKinley, President, CDEA Board
AA, AS, Florida Community College at Jacksonville
Child Development Technical Certificate

Mary Brook Hicks, Executive Director
Bachelor of Science, University of North Florida
Master of Arts, University of North Florida

Angie Lechwar, CCDE/VCDE Credential Coordinator
Bachelor of Science, Florida State University
Master of Arts, University of North Florida

Support Staff

Gloria Williams, Director of Membership
Jana Reid, Training & Records Executive Assistant
AS, Florida Community College at Jacksonville
Dorothy Rivenbark, Accountant

Contracted Instructors

Jumora R. Cooper, BA, North Carolina Central University; MA, Webster University
Brook Hicks, BS, MA, University of North Florida
Ellen McKinley, AA, AS Child Development, Florida Community College at Jacksonville

The Child Development Education Alliance, Inc. Board of Directors

The Board of the Child Development Education Alliance has oversight of policies and functions.

The CDEA Board

Ellen McKinley, AA, AS ECE	President
Barbara Lynn, MA Ed	1 st Vice president, Editor and Conference Coordinator
Melanie Schwenk, AA	Treasurer
Daisie Overman, MA RE	Secretary
Beth Roberts, MA Ed	Public Policy
Robin Matheson, CDA, Dir. Cred.	Public Relations/Hospitality
Leslie Morrison, CDA, AA	Public Relations/Marketing
Jumora Cooper, MA HRDV	Public Relations/Membership
Shelly Taylor, MA Ed	Networking

MISSION STATEMENT

It is the mission of CDEA to provide the highest standards of educational excellence within early care and education programs, implemented through the following:

- Providing a positive influence with state legislatures, child care licensing agencies, and other professional child development organizations.
- Guiding professionals and parents to provide young children with Judeo-Christian values and a belief system that will enable them to become secure, productive adults.
- Promoting collaborative efforts to assist children and families needing financial assistance.

PURPOSES of CDEA

It is the purpose of this organization and of its credentialing process to guide and to support early care educators in their programs and to assist them in their efforts by the following:

- Promoting the acceptance of all children.
- Assisting policymakers in their efforts to provide children with a safe and healthy environment in which to grow and learn.
- Influencing positively the legislature, child care licensing agencies, and other professional child development organizations.
- Assisting parents, family providers, teachers, and administrators in their roles as guides and teachers of young children.
- Promoting community efforts in the area of early childhood education.

These parts of the CDEA Philosophy, Mission, and Purposes support a character development program that teaches moral values to young children. This credential is offered to assist and support teachers in this endeavor.

ACADEMIC CALENDAR

Online Training

Enrollment in CDEA's online training fits every schedule. It is convenient and affordable and allows participants a full year to complete the training they need for a credential or renewal of a credential. CDEA does not offer the VCDE training in any other setting.

ADMISSIONS POLICIES AND REQUIREMENTS

The Child Development Education Alliance will admit students to its credentialing programs that meet the criteria:

- Be eighteen years of age.
- Have a high school diploma or GED.
- Complete the Formal Education requirement of the Florida Child Care Professional Credential (FCCPC).
- Be a member of the CDEA or other professional organization.
- Work currently in an environment that meets the eligibility requirements of the Florida Child Care Professional Credential (FCCPC).

It is the policy of CDEA to admit all students that meet the admission requirements as outlined in the VCDE Credential Manual without regard for race, gender, or religion.

CDEA will make every effort to accommodate those applicants with disabilities as specified under federal law. All online training is Americans with Disabilities Act (ADA) ready.

Any student denied admission will be informed in writing and will be given the reason(s) in writing. All records denying admission will be kept with the CDEA office for a period of not less than one (1) year.

Online classes must be completed within one year of enrollment date. Failure to complete the training will require student to re-enroll. All classes completed within the year will remain on transcript and need not be repeated.

LICENSURE

The CDEA Early Childhood Training Division is licensed by the Commission for Independent Education at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. They may be contacted at 1-888-224-6684.

TRAINING OVERVIEW

Course CDE 122: Values Education Modules for VCDE

The Values-based Child Development Education Credential is an entry level, birth through five, credential equivalent to the National CDA. The VCDE is a DCF approved Active Birth through Five FCCPC. The VCDE is offered to those whose programs are not currently implementing a comprehensive character development program used to teach morals and values. It is designed to support a values-based philosophy and expand the moral capacities of young children.

The Values Education Modules are 24 hours of training offered by **CDEA**. This training is required for the VCDE Credential in addition to the Formal Education. Both the Formal Education and the Values Education Modules are included in the online VCDE Credential Training offered by the **CDEA**. **The VCDE Credential requires both the Values Education Modules (24 hours) and the Formal Education (120 hours).**

Values Education Modules are offered in three 8-hour segments:

- Module I The Moral Development of the Child
- Module II The Influence of the Teacher/Administrator
- Module III Relationships with Families, the Program, and the Community

Each module is composed of 8 hours of instruction time and 2 hours of application. The application includes written responses to study questions based on the text, *The Kindness Curriculum* and implementation of online activities. A 1-hour conference call is required after completion of each Values Education Module.

NOTE: You are required to submit the Application for VCDE Credential 6-8 weeks prior to your requested Verification Visit Deadline. (See Appendix F)

Course CDE 120: Formal Education

120 hours of Formal Education are required. Formal Education is limited to CDEA's CEU certified online classes.

Formal Education must include at least 10 hours of training in each of the following eight areas:

- | | |
|--------------------------------------|-------------------------|
| Child Development | Family Relations |
| Social/Emotional Development | Program Management |
| Physical/Mental Development | Professionalism |
| Health, Safety, Learning Environment | Observing and Recording |

ARTICULATION

All online classes issue continuing educations units (CEUs) through The International Association of Continuing Education and Training (IACET). When this high quality training is combined with the VCDE's comprehensive system of observations, some Community Colleges and Christian Universities will offer credit towards an Associate's or Bachelor's Degree. For a current list of Colleges offering credit, see up to date postings on the web at www.cdealliance.org.

Presently confirmed:

- | | |
|---------------------------------------|--------------------|
| Florida State College at Jacksonville | Liberty University |
| Palm Beach Atlantic University | NOVA University |

PROCEDURES FOR ACQUIRING VCDE CREDENTIAL

- [x] 1. Fax a completed and signed Student Enrollment Agreement and secure payment of the \$99.00 Registration Fee to **CDEA**. See **Appendix P**.
- [] 2. Enroll in **CDEA**'s online VCDE Credential Training and begin 120 hours of Formal Education.
- [] 3. Download & print the VCDE Credential Manual for free online or order it from **CDEA**, P.O. Box 1491, Orange Park, FL 32067-1491, for \$25.00 plus \$4.00 shipping.
- [] 4. Review online conference call schedule, information, and requirements. Call **CDEA** to register for the Information Conference Call as soon as possible. Register for the three subsequent conference calls only after each of the Values Education Modules are complete.
- [] 5. Secure a copy of the book, *The Kindness Curriculum*. Order text from www.redleafpress.org or by calling 1-800-423-8309. ISBN# 978-188483402-8. The Study Guide, **Appendix A**, is used to reinforce concepts in the text as directed in your Values Education Modules.
- [] 6. As early as possible, enlist an eligible Mentor meeting requirements outlined under "Mentor Eligibility Requirements" who is willing to make 2 required observations. Administrators may choose to make 2 visits to different accredited programs. See "Mentor Visits Specific to Administrators."
- [] 7. Develop a portfolio as detailed in **Appendix D**. Create a Parent Communication file. Teachers, include at least 3 monthly calendars of activities or other newsletters you have sent home and three (3) Parent Participation Forms for three separate events. Each Parent Participation Form must be signed by a parent who participated and your director or supervisor. See **Appendix B**. Administrators, provide a list of Parent Involvement Activities within the past year.
- [] 8. In your portfolio, as detailed in **Appendix D**, maintain a Child Observation file. Teachers, the file should include written observations of the children's progress. Administrators, the file should include samples of observations required of your staff. See **Appendix C**.
- [] 9. In your portfolio, as detailed in **Appendix D**, create a Curriculum file. Teachers, develop and implement lesson plans, collect samples of children's work, and include developmental curriculum materials for 20 consecutive days preceding your request for an Area Coordinator. This file **MUST** include a list of at least 18 values taught throughout the year and one or more value **MUST BE** incorporated into the lesson plans. See page 19 for a list of suggested values. Administrators, include items listed in **Appendix D**.
- [] 10. Complete Values Education Modules. Register for and attend 3 Module Conference Calls.
- [] 11. Mail your completed Application for VCDE Credential, **Appendix F**, and ALL required materials to: **CDEA**, P.O. Box 1491, Orange Park, FL, 32067-1491. **Applications must be received 6-8 weeks prior to your Verification Visit Deadline.**
- [] 12. After review of your Application, an Area Coordinator will be assigned to you. The Area Coordinator will schedule your Verification Visit which includes a formal classroom observation during which you will act in the role of the lead teacher, portfolio review, and interview (**See Appendix E**). Incomplete Applications will delay scheduling your Verification Visit.
- [] 13. Upon receiving the documentation from your Area Coordinator, the Credential Review Team will examine the submitted materials. A credential will be awarded if the observation and materials are satisfactory. **Applicant must meet Observation Tool scoring guidelines of a minimum score of 80% on each page and 85% in each category.**
- [] 14. The **CDEA** will submit required information to the Department of Children and Families Program Office for issuance of a Staff B-5 Credential. DCF will email you your Credential and Form CF-FSP 5206 verifying that your FCCPC has been recorded.
- [] 15. **Appeal Process** - If endorsements for your VCDE Credential are not satisfactory, the reasons for denial will be explained in writing with suggestions for necessary improvements. Upon receiving your denial notice, you may appeal to the Executive Director or President of the **CDEA** Board for an additional observation. Within thirty days, a second observation with a different Area Coordinator will be scheduled. You must resubmit **Appendix F** with a fee of \$100.00 for the subsequent Verification Visit. If you fail to meet the standard a second time, you must wait a year before reapplying.

Cost Factors for the VCDE

<u>Online VCDE Credential Training</u>	\$199.00
Formal Education -120 hours	
Values Education Modules - 24 hours	
<u>Registration Fee</u>	99.00
<u>Credential Process</u>	300.00
*VCDE Credential Manual	
**Text - <i>The Kindness Curriculum</i>	
<u>TOTAL COST</u>	\$598.00
Training & Process	

*VCDE Credential Manual is available to print for free within the online VCDE Credential Training or order for \$29.00 by calling CDEA at 904-573-8831.

**Order Text from www.redleafpress.org or by phone 1-800-423-8309.
ISBN# 978-188483402-8

Checks, Credit Cards, or Money Orders are preferred methods of payment. Payment must be made in full before Verification Visit is scheduled.

RENEWAL PROCESS FOR VCDE

To renew a VCDE every five (5) years, a candidate must submit the following and a re-certification fee of \$25 to the CDEA.

1. Documentation of a current Red Cross or other agency Pediatric First Aid/CPR Certificate.
2. Documentation of 80 hours of work experience with young children or their families within the past year.
3. A letter of recommendation regarding competence with young children from an early childhood professional.
4. Documentation of recent (in current year) membership in the CDEA, or other national early childhood professional organization for VCDE. **See Appendix J.**
5. Documentation of 4.5 Continuing Education Units (CEUs), three (3) college credits, 45 hours at a public vocational or technical school, or a combination thereof, in early childhood education or child development within the last five (5) years.
6. Documentation of Work History, **Appendix K.** Teachers - pg 43, Administrators – pg. 44.
7. VCDE Renewal/Conversion Application. **See Appendices L and M.**
8. Three completed Parent Opinion Questionnaires. **See Appendices N and O.**
9. FLORIDA ONLY - Include DCF staff renewal form. CDEA will send to you a renewed credential and forward all materials to DCF for your FCCPC renewal.

TIMELINE FOR SUCCESS

For those who wish to attain your credential quickly, multi-tasking allows you to take the online Credential Training while working on the Credential Process.

Enroll

***1-3 days**

- Fax Student Enrollment Agreement to CDEA
- Pay \$99 Registration Fee to CDEA
- Purchase VCDE Credential Training online
- Receive Username/Password via email

Begin VCDE Credential Training & Credential Process

***4-6 months**

- Download or order the VCDE Credential Manual
- Order textbook, *The Kindness Curriculum*
- Attend Information Conference Call
- Follow Mentor guidelines in VCDE Credential Manual & complete initial Mentor observation
- Complete Formal Education online (120 hours)
- Complete portfolio as outlined in the VCDE Credential Manual

Complete VCDE Credential Training & Credential Process

***1-2months**

- Complete Values Education Modules (24 hours)
- Attend 3 Values Education Module Conference Calls
- Complete final Mentor observation

Submit Application for VCDE Credential

***2 months**

- Ensure all steps on Application are complete
- Mail Application with ALL REQUIRED documentation and Credential Process payment to CDEA
- Allow 6-8 weeks to schedule your Verification Visit - incomplete Applications will result in a scheduling delay of your Verification Visit

Receive VCDE Credential/FCCPC

***2 months**

- The Credential Review Process takes 6-8 weeks after Verification Visit to complete
- VCDE Credential will be issued after favorable recommendations by the Area Coordinator and Credential Review Team
- CDEA will forward credential status to DCF for issuance of a FCCPC/B-5 Staff Credential

*Timeframes depicted are only to be used as a guide. They are representative of most students, but not all. Online VCDE Credential Training must be completed before annual subscription expires. Credential Process must be completed within two years of date signed on Student Enrollment Agreement.

OVERVIEW OF OBJECTIVES AND COMPETENCIES

Objectives and competencies are divided into five (5) areas: the Child, the Environment, the Family, the Early Care Educator, and the Program (see pages 10-15). These objectives and competencies are interwoven into three (3) 8-hour modules, (24 hours total), of Moral and Child Development training.

All subject areas of the objectives should be addressed as the objectives are achieved. The objectives are used as guides for attaining the nineteen (19) areas of competency which characterize a professional. Both the Formal Education and VCDE Modules offer guidance to attain these competencies. The competencies should be reflected in the classroom environment, the portfolio, the interview, and the parent-participation forms during the Verification Visit.

Objectives

8 hours

Topic: The Child

Objective: Through professional development the Early Care Educator will become proficient in the following areas and implement these into their program in order to empower the child to reach his/her full potential.

Subject Areas:

PHYSICAL/MENTAL DEVELOPMENT

- Stages of Development
- Sequential Patterns of Development
- Understanding Development
- How Preschoolers Learn
- Basic Needs and Characteristics of Each Age
- Special Needs

SOCIAL/EMOTIONAL DEVELOPMENT

- Self-Image
- Behavior
- Guidance/Discipline
- Self-Control
- Developing Empathy
- Special Needs

MORAL DEVELOPMENT

- Age-Appropriate Character Stories and Materials
- Teaching Strategies for Presenting Values-Based Materials
- Implementation of Moral Concepts and Values Throughout the Day
- Opportunities for the Child to Incorporate Character Development and Other Concepts through Materials in Play and Interaction with Others

8 hours

Topic: The Early Care Educator

Objective: The Professionalism of the early care educator will be evident in interaction with children, families, and other staff as growth is realized in the areas referenced below.

Subject Areas:

PROFESSIONAL DEVELOPMENT

Commitment/Training
Professional Associations
Advocacy
Professional Ethics
Staff Relationships
Progressing as a Professional
Time Management
Stress Management
Tools and Techniques

PROGRAM MANAGEMENT

Records and Reports
Handbooks/Contracts
State Requirements
Celebrating Holidays
Daily Schedules
Program Planning/Implementation
Yearly Planning
Theme/Unit Planning
Weekly/Daily Planning
Implementation of Plans

OBSERVATIONS

Methods of Recording Observations
Frequency of Observations
Uses of Observations
Observing for Program Planning
Ethics of Observations

PERSONAL GROWTH

Ordering Your Day
Strengthening Your Family
Developing a Positive Self-image

8 hours **Topic: The Family, The Environment, The Community**

Objectives: Early care educators will provide a safe, healthy, learning environment which incorporates moral values in a developmentally appropriate setting. They will build relationships with the children, families, and communities.

Subject Areas:

COMMUNICATION WITH FAMILIES

Good First Impressions
Oral and Written Communications
Benefits of Involvement
Barriers to Involvement
Visiting in the Home
Parent Responses
Service to Families

A NUTRITIOUS, HEALTHY, AND SAFE LEARNING ENVIRONMENT

Learning Centers
Appropriate Wall Usage
Good Hygiene
Clean and Sanitary Facilities
Safe Equipment
First Aid and CPR Training
Balanced Meals and Healthy Snacks
Children's Participation in Food Preparation
Serving Food Family Style

SPACE/RESOURCES

Room Arrangement or Family Home Environment
Use and Storage of Resources
Consumable Supplies
Special Needs Equipment

COMMUNITY INVOLVEMENT

Staff Relations
Positive Relations with Preschool Leadership in Other Programs
Collaboration of Shared Space
Positive Influence in the Community
Subsidizing Care to the Children in the Community
Participation in Community Events

VCDE COMPETENCIES

The Child

To meet the needs of the child, the applicant provides the following:

1. Activities and equipment for large and small motor skills and eye-hand coordination that enhance the physical growth of the child.
2. Cognitive activities which enhance the child's auditory and visual concepts, language, and processing skills.
3. Activities which affirm a child's self-worth, and disciplinary practices which promote self-control and a healthy self-image, including opportunities for creativity in art and music.
4. Activities which encourage social growth and development including varied opportunities for a child to feel accepted and show acceptance of others through communication and mutual respect .
5. Opportunities for moral development including age-appropriate values are to be used throughout the curriculum in conjunction with stories, conversation and songs to assist the child in developing moral values.

The Early Care Educator

To project a personal and professional image which reflects knowledge of early childhood education and concern for children the applicant shows consistency in the following practices:

6. Applies principles based on knowledge of early childhood education and maintains up-to-date training.
7. Reflects a professional attitude towards others and works in harmony with the program and staff.
8. Utilizes observation and recording techniques for the purpose of curriculum planning, referrals, and parent conferences.

The Environment, Family, and Program

THE ENVIRONMENT

To provide a consistently safe, healthy environment for growth and development, the applicant provides an atmosphere with the following attributes:

9. Activities and equipment appropriate for the age and size of the children are provided and maintained in good repair.
10. Good hygiene is modeled and taught through everyday experiences. Good nutrition is provided at mealtime, snack time, and in cooking activities.
11. Knowledge of space and material is utilized in room arrangement. Routines, the learning environment, and adequate resources that encourage learning through play and hand-on experiences are utilized.

THE FAMILY

To communicate with families in a positive, productive manner, the program: consistently embodies the following practices:

12. Implements an open-door parent involvement among the family, the child, and the applicant.
13. Encourages family members to attend or participate in program functions, field trips, and parties.
14. Communicates clearly regarding the philosophy of the program before student enrollment.
15. Provides parents with a means of communicating with the administrator when necessary.

THE PROGRAM

To implement a program based on the needs of the children which is organized and holistic in its approach, the applicant should demonstrate the following professional practices:

16. Show competency in using available resources.
17. Organize materials for easy access for each days use.
18. Maintain records on each child, including written observations.
19. Adhere to lesson plans and schedules which are age appropriate and prepared in advance for each session.

ENDORSEMENT CDE 122 – Values Education Module Outline

Character Development

8 hours

The Child

Values are best presented to young children by the modeling of parents, early care educators, and other significant adults.

Character stories, thoughts, and songs are presented to children in a manner appropriate for their age and stage of development.

All moral concepts are presented in a kind and loving manner.

Children can trust others only after they have learned trust from others around them.

Children develop trust when they are nurtured, respected, and guided by caring adults.

Understanding how the child develops in all areas of growth is necessary to facilitate moral development.

8 hours

The Early Care Educator

Teachers, administrators, and family home providers are aware of the influence they have in the lives of young children and their families.

They seek to understand the ways children learn values through their natural developmental stages.

They understand that intrinsic values are not taught to the child, but are caught by the child, as modeled by the teacher and other adults.

They realize professional development is compatible with goals for becoming teachers, administrators, and family home providers of excellence.

They assume the role of advocacy for early childhood policies in early care and education programs.

8 hours **The Family, The Environment, The Community**

THE FAMILY

Staff and family providers should be a positive influence to the parents of the children in our programs. These should include, but not be limited to, the following:

- Conduct regular family conferences which are productive for the child, the family, and the program.
- Acknowledge that the influence of the family is paramount in the life of a child and affirm that the greatest gift a child can have is a caring family.
- Provide families free access to the program and encourage their participation in program-related activities.
- Assist families in time of need.
- Plan program activities which involve the family and reaffirms for the child the personal relationship between the family and the program.

THE ENVIRONMENT

As professionals who work with preschoolers, we should work in harmony with staff, families, committees, and others.

If the facility for the program is a Family Child Care Home, we include our family in the decision-making process regarding the use of space, toys and other matters that may affect their home life.

We encourage a spirit of teamwork with others who use the same space.

We provide an environment that is safe and healthy for young children as they associate the concept of values with their environment and assimilate these concepts and feelings into their value system.

We provide space, equipment, toys, and furnishings that are developmentally appropriate for the ages and abilities of the children in our care.

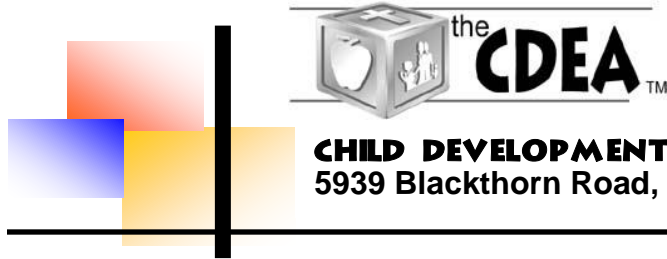
THE COMMUNITY/RELATIONSHIPS

We understand the role of early childhood programs and the part they play in the overall care and education provided for young children and their families.

We realize that our reputation as a caring preschool program is built by "word-of-mouth" publicity.

We acknowledge that our impact in the community is influenced by every staff person or family-member associated with our program.

We are aware that our reputation affects the reputation of our program and how others see us.



CHILD DEVELOPMENT EDUCATION ALLIANCE, INC.
5939 Blackthorn Road, Jacksonville, FL 32244

**Course CDE 120 - ONLINE FORMAL TRAINING FOR THE
FLORIDA CHILD CARE PROFESSIONAL CREDENTIAL**
This 120 hours may be applied to a National CDA, CCDE, or VCDE.
Courses are categorized by CDA Content Area.

Total Hours Available for CDA Training: 120

Advancement of Physical and Intellectual Development (1.1 CEU/11 Hours)

Discovery of Math (.1 CEU/1 Hour)
Early Literacy (.1 CEU/1 Hour)
Equipment, Activities, and Strategies for Promoting Physical Activity (.1 CEU/1 Hour)
Experiencing Music in the Classroom (.1 CEU/1 Hour)
Methods for Enhancing Intellectual Development (.2 CEU/2 Hours)
Physical Activity (.1 CEU/1 Hour)
Physical Activity for Children with Disabilities (.1 CEU/1 Hour)
Teaching Science to Young Children (.1 CEU/1 Hour)
Using the Arts as a Teaching Tool (.1 CEU/1 Hour)
Using Visual Arts to Enhance Development (.1 CEU/1 Hour)

Commitment to Professionalism (2.3 CEU/23 Hours)

Blood-Borne Pathogens (.2 CEU/2 Hours)
Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Child Abuse: Physical-Abuse Awareness (.2 CEU/2 Hours)
Child Abuse: Sexual-Abuse Awareness (.1 CEU/1 Hour)
Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
Conflict Resolution for Adults (.1 CEU/1 Hour)
Disability Laws Pertaining to Early Child Care (.2 CEU/2 Hours)
Ethics and Ethical Behavior (.2 CEU/2 Hours)
Finding and Using Resources on the Internet (.1 CEU/1 Hour)
Introduction to Computer Technology (.1 CEU/1 Hour)
Managing Your Child Care Business (.3 CEU/3 Hours)
Professional Practices (.1 CEU/1 Hour)
Reading Prescription Labels (.1 CEU/1 Hour)
Sexual-Harassment Awareness (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)
Time Management (.1 CEU/1 Hour)

Effective Program Operation (1.5 CEU/15 Hours)

Assessing Child Care Business Practices (.1 CEU/1 Hour)
Assessing Child Care Programs (.2 CEU/2 Hours)
Early Childhood Program Accreditation (.3 CEU/3 Hours)
Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)
Environmental Safety (.1 CEU/1 Hour)
Risk Management (.2 CEU/2 Hours)
Staffing Child Care Programs (.1 CEU/1 Hour)
Transition to Kindergarten (.3 CEU/3 Hours)
Working with Children with Disabilities (.1 CEU/1 Hour)

Enhancement of Social and Emotional Development (1.3 CEU/13 Hours)

Child Self Esteem (.1 CEU/1 Hour)
Childhood Anger and Anger Management (.1 CEU/1 Hour)
Conflict Management for Children (.1 CEU/1 Hour)
Guidance and Discipline (.2 CEU/2 Hours)
Multiculturalism (.1 CEU/1 Hour)
Post-Traumatic Stress Disorder (.1 CEU/1 Hour)
Praise and Rewards (.1 CEU/1 Hour)
Special Care: Inclusion (.1 CEU/1 Hour)
Stranger Anxiety and Separation Anxiety (.1 CEU/1 Hour)
Stress in Young Children (.2 CEU/2 Hours)
Teaching Tolerance (.1 CEU/1 Hour)

Observing and Recording Progress and Behavior of Children (1.5 CEU/15 Hours)

Assessing Childhood Development (.2 CEU/2 Hours)
Assessing Children's Physical Development (.2 CEU/2 Hours)
Behavior Management for School-Age Children (.1 CEU/1 Hour)
Behavior Management for Young Children (.1 CEU/1 Hour)
Bullying: Identification and Prevention (.1 CEU/1 Hour)
Children's Temperaments (.1 CEU/1 Hour)
Documenting Children's Behaviors (.1 CEU/1 Hour)
Learning Styles (.1 CEU/1 Hour)
Positive Solutions for Challenging Behaviors (.2 CEU/2 Hours)
Recognizing Levels of Social Play (.1 CEU/1 Hour)
Using Portfolios in Early Childhood Programs (.2 CEU/2 Hours)

Positive Relationships with Families (1/3 CEU/13 Hours)

Cross-Cultural Communications (.2 CEU/2 Hours)
Effective Written Communication (.2 CEU/2 Hours)
Encouraging Parental Involvement (.1 CEU/1 Hour)
Helping Children Cope with Grief (.2 CEU/2 Hours)
Open House (.1 CEU/1 Hour)
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)
Relating with Parents (.1 CEU/1 Hour)
Surviving Toddlerhood (.2 CEU/2 Hours)
Working and Communicating with Families (.1 CEU/1 Hour)

Principles of Child Growth and Development (1.3 CEU/13 Hours)

Language Development (.2 CEU/2 Hours)
Stages of Cognitive Development in Infants (.1 CEU/1 Hour)
Stages of Cognitive Development in Preschoolers (.1 CEU/1 Hour)
Stages of Cognitive Development in Toddlers (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Toddlers (.1 CEU/1 Hour)
Stages of Social and Emotional Development in Infants (.1 CEU/1 Hour)
Stages of Social and Emotional Development in Preschoolers (.1 CEU/1 Hour)
Stages of Social and Emotional Development in Toddlers (.1 CEU/1 Hour)
Toilet Training (.2 CEU/2 Hours)

Safe and Healthy Environment (1.9 CEU/19 Hours)

Child-Oriented Spaces (.1 CEU/1 Hour)
Childhood Obesity (.1 CEU/1 Hour)
Health (.1 CEU/1 Hour)
Health: Curriculum Development Tools (.1 CEU/1 Hour)
Infant and Toddler: Health and Safety (.2 CEU/2 Hours)
Nutrition (.2 CEU/2 Hours)
Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)
Outdoor Play Safety (.1 CEU/1 Hour)
Safety (.2 CEU/2 Hours)
Safety and Security Procedures (.2 CEU/2 Hours)
Safety: Curriculum Development Tools (.1 CEU/1 Hour)
Shaken Baby Syndrome and Sudden Infant Death Syndrome (.1 CEU/1 Hour)
Special-Interest Centers (.1 CEU/1 Hour)
Protecting Children Against Infectious Diseases: The Importance of Immunizations (.1 CEU/1 Hour)
Protecting Children Against Whooping Cough: A Guide for Child Care Professionals (.1 CEU/1 Hour)

¡Cursos ahora disponible en español!

Completing a course or program in a language other than English may reduce employability where English is required.

Course Numbering System

Course # 120 Formal Training for the CDE

Child Development
Social/Emotional Development
Physical/Mental Development
Health, Safety, and Learning Environment
Family Relations
Program Management
Professionalism
Observing and Recording

ENDORSEMENT

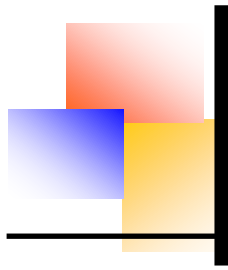
Course #122 Values Education Modules for VCDE

Module I - The Moral Development of the Child (v.1.1) (.8 CEU/8 Hours)
Module II - The Influence of the Teacher or Administrator (v.1.1) (.8 CEU/8Hours)
Module III - The Relationships with Parents, the Program, and the Community (v.1.1) (.8 CEU/8Hours)

GRADING SYSTEM

70% on each class in Course # 120
80% on each page of the Observation Tool
Overall average of 85% on Observation Tool
Must pass Interview answering all questions with C or average rating
Must complete portfolio as described in VCDE Manual

**Enroll today on the web at www.cdealliance.org/training/on-line or
Enroll by calling 800-741-7762 or 800-261-6248**



CHILD DEVELOPMENT EDUCATION ALLIANCE
5939 Blackthorn Road, Jacksonville, FL 32244

FORTY-FIVE HOUR CREDENTIAL RENEWAL

4.5 CEUs for *STAFF CREDENTIAL RENEWAL* **(Aligned with DCF Requirements)**

Advancement of Physical and Intellectual Development (.6 CEU/6 Hours)

Discovery of Math (.5 CEU/5 Hours)

Early Literacy (.1 CEU/1 Hour)
Experiencing Music in the Classroom (.1 CEU/1 Hour)
Physical Activity for Children with Disabilities (.1 CEU/1 Hour)
Teaching Science to Young Children (.1 CEU/1 Hour)
Using the Arts as a Teaching Tool (.1 CEU/1 Hour)

Commitment to Professionalism (.6 CEU/6 Hours)

Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
Conflict Resolution for Adults (.1 CEU/1 Hour)
Professional Practices (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)

Effective Program Operation (.6 CEU/6 Hours)

Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)
Transitioning to Kindergarten (.3 CEU/3 Hours)
Working with Children with Disabilities (.1 CEU/1 Hour)
Staffing your Child Care Program (.1 CEU/1 Hour)

Enhancement of Social and Emotional Development (.5 CEU/5 Hours)

Child Self Esteem (.1 CEU/1 Hour)
Childhood Anger and Anger Management (.1 CEU/1 Hour)
Conflict Management for Children (.1 CEU/1 Hour)
Praise and Rewards (.1 CEU/1 Hour)
Separation Anxiety and Stranger Anxiety (.1 CEU/1 Hour)

Observing and Recording Progress and Behavior of Children (.5 CEU/5 Hours)

Assessing Childhood Development (.2 CEU/2 Hours)
Bullying: Identification and Prevention (.1 CEU/1 Hour)
Children's Temperaments (.1 CEU/1 Hour)
Documenting Children's Behaviors (.1 CEU/1 Hour)

Positive Relationships with Families (.6 CEU/6 Hours)

Cross-Cultural Communication (.2 CEU/2 Hours)
Effective Written Communication (.2 CEU/2 Hours)
Encouraging Parental Involvement (.1 CEU/1 Hour)
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)

Principles of Child Growth and Development (.5 CEU/5 Hours)

Language Development (.2 CEU/2 Hours)
Stages of Physical Growth and Development in Infants (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Preschoolers (.1 CEU/1 Hour)
Stages of Physical Growth and Development in Toddlers (.1 CEU/1 Hour)

Safe and Healthy Environment (.7 CEU/7 Hours)

Childhood Obesity (.1 CEU/1 Hour)
Infant and Toddler Health and Safety (.2 CEU/2 Hours)
Nutrition: Curriculum Development Tools (.2 CEU/2 Hours)
Outdoor Play Safety (.1 CEU/1 Hour)
Special Interest Centers (.1 CEU/1 Hour)

4.5 CEUs for *DIRECTOR CREDENTIAL RENEWAL* (Aligned with DCF Requirements)

Overview of Child Care Center Management (2.5 CEU/25 Hours)

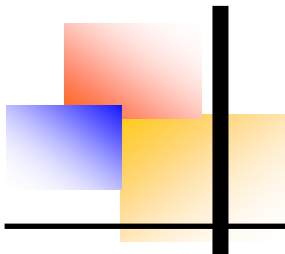
Assessing Child Care Business Practices (.1 CEU/1 Hour)
Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Child Oriented Spaces (.1 CEU/1 Hour)
Cross-Cultural Communications (.2 CEU/2 Hours)
Effective Written Communication (.2 CEU/2 Hours)
Encouraging Parental Involvement (.1 CEU/1 Hour)
Environmental Safety (.1 CEU/1 Hour)
Finding and Using Resources on the Internet (.1 CEU/1 Hour)
Managing Your Child Care Business (.3 CEU/3 Hours)
Open House (.1 CEU/1 Hour)
Outdoor Play Safety (.1 CEU/1 Hour)
Overcoming Difficulties in Communicating with Parents (.1 CEU/1 Hour)
Reading Prescription Labels (.1 CEU/1 Hour)
Relating with Parents (.1 CEU/1 Hour)
Risk Management (.2 CEU/2 Hours)
Safety and Security Procedures (.2 CEU/2 Hours)
Staffing Child Care Programs (.1 CEU/1 Hour)
Working and Communicating with Families (.1 CEU/1 Hour)
Working with Children with Disabilities (.1 CEU/1 Hour)

Child Care and Education Organizational Leadership and Management (.4 CEU/4 Hours)

Professional Practices (.1 CEU/1 Hour)
Sexual Harassment Awareness (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)
Time Management (.1 CEU/1 Hour)

Child Care and Education Programming (1.6 CEU/16 Hours)

Assessing Childhood Development (.2 CEU/2 Hours)
Assessing Children's Physical Development (.2 CEU/2 Hours)
Computer Technology in Early Childhood Education (.2 CEU/2 Hours)
Documenting Children's Behaviors (.1 CEU/1 Hour)
Early Childhood Program Accreditation (.3 CEU/3 Hours)
Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)
Health: Curriculum Development Tools (.1 CEU/1 Hour)
Introduction to Computer Technology (.1 CEU/1 Hour)
Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)
Safety: Curriculum Development Tools (.1 CEU/1 Hour)
Special Interest Centers (.1 CEU/1 Hour)



CHILD DEVELOPMENT EDUCATION ALLIANCE
5939 Blackthorn Road, Jacksonville, FL 32244

10-HOUR IN-SERVICE TRAINING
Aligned with DCF Requirements
Option 1 (1.0 CEU/10 Hours)

Commitment to Professionalism

Child Abuse: Identification and Prevention (.1 CEU/1 Hour)
Ethics and Ethical Behavior (.2 CEU/2 Hours)

Effective Program Operation

Assessing Child Care Business Practices (.1 CEU/1 Hour)
Risk Management (.2 CEU/2 Hours)
Staffing Child Care Programs (.1 CEU/1 Hour)

Positive Relationships with Families

Open House (.1 CEU/1 Hour)
Cross-Cultural Communication (.2 CEU/2 Hours)

Option 2 (1.0 CEU/10 Hours)

Commitment to Professionalism

Child Abuse: Physical Abuse Awareness (.2 CEU/2 Hours)
Professional Practices (.1 CEU/1 Hour)
Stress Management (.1 CEU/1 Hour)

Effective Program Operation

Assessing Child Care Programs (.2 CEU/2 Hours)
Early Childhood Programs for Multilingual Children (.1 CEU/1 Hour)

Positive Relationships with Families

Encouraging Parental Involvement (.1 CEU/1 Hour)

Safe and Healthy Environment

Safety and Security Procedures (.2 CEU/2 Hours)

IN-SERVICE TRAINING CATALOG

Option 3 (1.0 CEU/10 Hours)

Commitment to Professionalism

Child Abuse: Sexual Abuse Awareness (.1 CEU/1 Hour)
Time Management (.1 CEU/1 Hour)
Sexual Harassment Awareness (.1 CEU/1 Hour)

Effective Program Operation

Early Childhood Program Accreditation (.3 CEU/3 Hours)
Environmental Safety (.1 CEU/1 Hour)

Enhancement of Social and Emotional Development

Multiculturalism (.1 CEU/1 Hour)

Positive Relationships with Families

Helping Children Cope with Grief (.2 CEU/2 Hours)

Option 4 (1.0 CEU/10 Hours)

Commitment to Professionalism

Conflict Resolution for Adults (.1 CEU/1 Hour)
Disability Laws Pertaining to Early Child Care (.2 CEU/2 Hours)
Managing Your Child Care Business (.3 CEU/3 Hours)

Enhancement of Social and Emotional Development

Post-Traumatic Stress Disorder (.1 CEU/1 Hour)
Special Care: Inclusion (.1 CEU/1 Hour)

Positive Relationships with Families

Working and Communication with Families (.1 CEU/1 Hour)

Safe and Healthy Environment

Nutrition: Curriculum Development Tools (.1 CEU/1 Hour)

**Enroll today on the web at www.cdealliance.org/training/on-line or
Enroll by calling 800-741-7762 or 800-261-6248**

FINANCIAL AID

T.E.A.C.H. Early Childhood Scholarship Program

You may be eligible for a T.E.A.C.H. scholarship even if you have another scholarship.

What is T.E.A.C.H.?

The T.E.A.C.H. (Teacher Education And Compensation Helps) Program does the following:

1. Links training, compensation and commitment to improving the quality of early child care.
2. Provides scholarships for early childhood caregivers and center directors to work toward earning an AS degree in Early Childhood Education, a Child Development Associate (CDA) credential, a Florida Staff Credential, a Director Credential and credential renewal classes.
3. Involves a partnership for the sharing of expenses by the caregiver receiving the scholarship, the sponsoring child care center or the family child care home, and the T.E.A.C.H. Early Childhood[®] Scholarship Program.

Who is eligible for a T.E.A.C.H. scholarship?

Any caregiver or director who meets all of the following criteria is eligible to apply for a scholarship:

- Has a high school diploma or GED.
- Works in a licensed or license-exempt early child care facility, in a licensed or registered family child care home or in a licensed after school program.
- Works a minimum of 20 hours per week with a birth through pre-K population or in an after school program for a minimum of 520 hours per year.
- Has the support of their sponsoring center, home or program.
- Has a desire for continued education.
- Is a Florida resident.

What does the T.E.A.C.H. scholarship cover?

The scholarship provides the following assistance:

- A portion of the cost of tuition and books.
- A per-semester stipend for travel or internet access fees.
- For some scholarship models, reimbursement to the center for release time required for the teacher to participate.

**For more information please contact:
T.E.A.C.H. Early Childhood[®] Scholarship Program
Children's Forum
2807 Remington Green Circle, Tallahassee, FL 32308
(850) 487-6302 or Toll Free (877) FL-TEACH
www.thechildrensforum.com/teach.htm**

CANCELLATION AND REFUND POLICY

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies minus a processing fee of \$25 will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation of Online Classes: If the request to cancel an order is received within thirty (30) days from the purchase date and prior to beginning any lesson, a full refund minus 5.4% of the enrollment fee (processing fee*) will be issued to the customer. Any use of the web-based products constitutes full use and negates any refund. All other sales are final.
4. Cancellation of Credential Process: If the request to cancel is received within thirty (30) days of payment, all monies paid, minus the Registration fee of \$99, will be refunded. If the request to cancel is received within ninety (90) days of payment, 50% of all monies paid, minus the Registration Fee of \$99, will be refunded. No refund will be issued after 90 days of payment.
5. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.
6. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
7. If the Credential Process is not complete within a period of two years after purchase of Online Classes the student enrollment is terminated and their file becomes inactive. All monies paid are forfeit.

LIBRARY, LEARNING RESOURCES, AND INFORMATION SERVICES

Values Education Modules

The CDEA maintains an area of its building that houses resources that not only credentialing students may use, but is also for the use of those who are currently working in early childhood settings. The resource center provides the following kinds of materials and books in early childhood development and education:

Instructional Curricula	LCD Projector
Videos	VCR
CDs	CD Player
Training Guides	Overhead Projector
Curriculum Guides	Screen

120 Hours of Formal Education

The CDEA partners with Smart Horizons to offer Formal Education classes for the 120 hours. Resources and References are available for each class hour to those enrolled in CDEA's Online Training.

REASONS FOR DISMISSAL FROM VALUES EDUCATION MODULES

Cheating by allowing someone else to do one's work or copying the work of another is grounds for dismissal.

PROCEDURES FOR STUDENT COMPLAINTS

Students should address complaints to the Credential Coordinator. If satisfactory resolution cannot be reached, student may contact the Executive Director. If satisfactory resolution cannot be reached, the Executive Committee of the CDEA Board will be consulted. Decisions of the Executive Committee of the Board will be final.

Students who feel a grievance is unresolved may refer their grievance to Executive Director, Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, (850) 245-3200 or toll free 888-224-6684.