2012-2013

**Layton High School CDA TRACKING WORKSHEET**

1. **Hours of Education Hours Completed** (Refer to CDA pg. 11, Table 2)

* *The CDA requires 120 total education hours to be completed. These hours encompass at least 10 hours from each subject area.*
* *The education requirements will be met through the completion of the Child Development Pathway courses (Child Development, ECE 1, ECE 2, and ECE 3) with a C or better.*

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| **Competency Area** | **Class Day #** | **Title of Training** | **# of minutes** | | **Total # of hours** |
| **Safe, Healthy, Learning Environment** | |  | | --- | | CD 22 | | CD 23 | | CD 24,28,31 | | CD 38 | | ECE 1 6 | | ECE 1 10 | | ECE 1 22 | | ECE 1 32-38 | | ECE 2 | | ECE 2 | | ECE 2 | | ECE 2 | | |  | | --- | | Infant emotions | | Health and Safety | | Child Clothing Safe & appropriate  (3 days x 10min) | | Coping with challenging situations | | Center Tour and policies and procedures test and review | | Play (indoor and outdoor) | | Food and Nutrition Experience | | Equipment and toys (ch 9)  Environment (ch 8)  Health and safety (ch 10 and 12) | | CDA Goal #1  (3 days x 15 min) | | Policies and procedures test and review | | First Aid and CPR Training | | Food Handlers Permit | | **TOTAL # of MINUTES** | | |  | | --- | | 70 | | 75 | | 30 | | 75 | | 85 | | 75 | | 70 | | 80 | | **45** | | **45** | | **180** | | **-----** | | **830** | | | 13.83 hrs. |
| **Physical & Intellectual** | |  | | --- | | CD 21 | | CD  24,28,31 | | CD  26,30,33,40,43 | | CD  26,30,33 | | CD Daily | | CD Daily | | ECE 1 9 | | ECE 1 10, 11,12,13,14,15 | | ECE 2 | | |  | | --- | | Newborn cognitive development | | Motor skills  (3 days X 10 min) | | Language and literacy  (5 days x 15 min) | | Cognitive Development  (3 days x 35 min) | | Music / Songs and Literacy / books  (44 days x 10 min) | | DAP Learning Activities  (44 days x 10 min) | | Storytelling | | Play, Art, music, math, science, literacy  (6 days X 75 min) | | CDA Goal #2 (3 days x 15) | | **TOTAL # OF MINUTES** | | |  | | --- | | 30 | | 30 | | 75 | | 105 | | 440 | | 440 | | 65 | | 450 | | 45 | | **1680** | | | 28 hrs. |
| **Social & Emotional** | |  | | --- | | CD 1 | | CD 2 | | CD 4 | | CD 5 | | CD 25,29,32 | | CD 21 | | CD  35,36,37 | | CD 43 | | ECE 1 7 | | ECE 2 | | |  | | --- | | Value and influence children | | Rights of children | | Bonding and nurturing children | | Develop and strengthen self-concept in children | | Emotional and social development  (35 min x 3 days) | | Newborn emotional and social development | | Positive Guidance  (80 min x 3 days) | | Children’s book write and analysis | | Discipline | | CDA Goal #3 (2 days x 15 min) | | **TOTAL MINUTES** | | |  | | --- | | 75 | | 40 | | 75 | | 75 | | 105 | | 35 | | 210 | | 15 | | 75 | | 30 | | **735** | | | 12.25 hrs. |
| **Families** | |  | | --- | | CD 3 | | ECE 1 32-38 | | ECE 2 | | ECE 2 | | ECE 3 | | ECE 3 | | Other relatable courses. | | |  | | --- | | Parenting roles and responsibilities | | Parent Involvement (ch 31) | | CDA Goal #4 | | Child report to the family | | Parent Child Survey and child Data collection | | Weekly Parent letters and daily greeting parents | | With proof of transcripts | | **TOTAL # of MINUTES** | | |  | | --- | | 70 | | 60 | | 30 | | 60 | |  | | 50 | |  | | **270+** | | | 4.5 hrs.+ |
| **Program Management** | |  | | --- | | CD 19 | | CD 39 | | ECE 1 4 | | ECE 1 5 | | ECE 1 23 – 31 | | ECE 1 | | ECE 1 | | ECE 1 32-38 | | ECE 2 | | |  | | --- | | Lesson Planning | | Child Abuse | | DAP | | Curriculum | | Writing an 18 Lesson Plan Theme book  (6 days x 80 minutes) | | Writing 5 single activity lesson plans  (5 lessons x 10 min) | | Writing 2 complete lesson plans | | Childcare programs (ch 2) | | CDA Goal #5 (3 days x 15) | | **TOTAL # of MINUTES** | | |  | | --- | | 70 | | 85 | | 75 | | 75 | | 480 | | 50 | | 50 | | 20 | | 45 | | **950** | | | 15.83 hrs |
| **Professionalism** | |  | | --- | | CD | | ECE 1 | | ECE 1 | | ECE 1 1, 38, 43 | | ECE 1 32-38 | | ECE 1 3 | | ECE 2 | | ECE 4 | | |  | | --- | | Evaluating group teaching experience | | Evaluating group teaching experiences  (4 days x 10 min) | | Evaluating support experiences  (14 days x 10 min) | | Quality childcare worker | | Career in Child Care (ch 32) | | Observation information | | CDA Goal #6 (3 days x 15 min) | | Internship / job shadow in center  (42 days x 90 min) | | **TOTAL # OF MINUTES** | | |  | | --- | | 10 | | 40 | | 140 | | 45 | | 20 | | 80 | | 45 | | 345+ | | **725+** | | | 12+hrs |
| **Observing & Recording** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Child Development**   |  |  | | --- | --- | | Class day | minutes | | Development and theories | 15 | | Child Observation | 85 | | | **ECE 1**   |  |  | | --- | --- | | Class day | minutes | | Unit 2 Observe Quality teacher characteristics  (15 min x 6) | 90 | | Unit 3 Observe Quality teacher characteristics  (15 min x 3) | 45 | | Unit 4 child observation | 90 | | Community Experience  Observe the teacher and the children | 90 | | | **ECE 2**   |  |  | | --- | --- | | Class day | minutes | | Individual Child observation (12 days x 20) | 240 | | | **ECE 3**   |  |  | | --- | --- | | Class day | minutes | | 42 days x 5 min | 210 | | | | |  |  | | --- | --- | | **Total Minutes** | **Total # of hours** | | 100 | 1.66 | | 315 | 5.25 | | 240 | 4 | | 210 | 3.5 | | **865** | | | **14.41** | | | | |
| **Child Development** | |  | | --- | | CD 6 | | CD 24,29,32 | | CD 26,30,33 | | CD 24,25,26 | | CD 28,29,30 | | CD 31,32,33 | | ECE 1 2 | | ECE 1 10, 11,12,13,14,15 | | ECE 2 | | ECE 3 | | |  | | --- | | Theories of Development | | Erickson Emotional Theory  (3 days X 30 min) | | Piaget Cognitive Theory  (3 days x 30 min) | | Infant milestones  (3 days x 15 min) | | Toddler milestones  (3 days x 15 min) | | Preschool milestones  (3 days x 15 min) | | Ages and stages of development | | Play, Art, music, math, science, literacy  (6 days x 15min) | | Ages and Stages review and lesson planning | | Lesson planning (7x15) | | **TOTAL # OF MINUTES** | | |  | | --- | | 60 | | 90 | | 90 | | 45 | | 45 | | 45 | | 80 | | 90 | | 75 | | 105 | | **725** | | 12.08 hrs. | |

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| Total # of Training Hours Completed  Minutes:\_\_6961.65\_\_\_\_\_  Hours: (Total minutes ÷ 60)\_\_\_\_116.19\_\_\_\_ |

**CDA LAB EXPERIENCE HOURS** (480 hours total required)

|  |  |  |
| --- | --- | --- |
| **Class** | **Total Minutes** | **Total # of hours** |
| **Child Development**   |  |  | | --- | --- | | **Class day** | **minutes** | | Teach/support (2 x 80) | 160 | |  |  | | 160 | 2.66 |
| **ECE 1A**   |  |  | | --- | --- | | **Class day** | **minutes** | | Read to kids | 20 | | Unit 2 support  (6 days x 85min) | 510 | | Unit 3 support and teach  (3 days x 85min) | 255 | | Unit 4 support and teach  (2 days x 85min) | 170 | | Community Exp.  (3 days x 70min) | 210 | | 1,165 | 19.41 hours |
| **ECE 1B**   |  |  | | --- | --- | | **Class day** | **minutes** | | Support  (22 days x 90) | 1980 | | 1,980 | 33 |
| **ECE 2 (1 semester or multiple semesters)**   |  |  | | --- | --- | | Class day | minutes | | Teach and support  44 days x 90 | 3960 | | 3,960+ | 66+ |
| **Summer Job or Internship**   |  | | --- | | In order to count for lab experience hours, the setting needs to include at least a group of 5 children between the ages of 3-5 years old. | |  |  |
| **Paid Employment in the Center**   |  | | --- | | **After school, before school, during lunch, assemblies, and late start, etc…** | | 165 days x 2.5 hours+ | 412.5 hrs+ |
| **Total # of Minutes** | \_\_\_\_7265+ | |
| **Total # of Hours**  (Total minutes ÷ 60) | \_\_\_\_\_121.00+\_\_\_\_\_\_ | |

**Verification Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_

*Required Experience Hours to complete CDA: 480 total hours with children, ages three to five, in a state-approved child development center (Refer to CDA pg. 10).*

**CDA LAB/ EXPERIENCE HOURS**

(Refer to CDA pg. 10)

**In order to count for lab experience hours, the setting needs to include at least a group of 5 children between the ages of 3-5 years old.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Time In** | **Time Out** | **Total # of Minutes** | **Notes and location** | **Verification** |
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**Total # of Minutes** \_\_\_\_\_\_\_\_\_\_\_

**Total # of Hours**  \_\_\_\_\_\_\_\_\_\_\_

(Total minutes ÷ 60)

**Verification Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_

*Required Experience Hours to complete CDA: 480 total hours with children, ages three to five, in a state-approved child development center (Refer to CDA pg. 10).*



**Utah State Office of Education**

**CDA**

**Certificate of Competency**

**Successfully completing the CDA performance levels acknowledged in the Child Development pathway**

**Training hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 120 total required**

**Lab / Experience hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / 480 total required**