2013-2014

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

**East High School - CDA TRACKING WORKSHEET**

1. **Professional Education/Training Hours Completed**

*120 Required Training Hours to complete the CDA with at least* ***10 hours in each Subject Area****, and a* ***C or better*** *in each of the* ***Early Childhood Education Pathway*** *classes*

*(Child Development, ECE 1, ECE 2, ECE 3, CE - ECE).*

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| **CDA Subject Area 1. Planning a safe and healthy learning environment*** **Examples: Safety, first aid, health, nutrition, space planning, materials and equipment, play**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| CD - 21 | Neonate: Care & Safety | 40 | (7 hrs) |
| CD - 26, 27 | Shaken Baby Syndrome (2 days x 85 min) | 170 |
| CD - 28 | Infant Safety | 40 |
| CD - 40, 41 | Challenging Situations (2 days x 85 min) | 170 |
| ECE 1 - 10, 11  | Room Arrangement (2 days x 85 min) | 170 | (9.92 hrs) |
| ECE 1 - 12 | Sanitation | 85 |
| ECE 1 - 13 | Safety/Emergencies | 85 |
| ECE 1 - 14 | Emergencies | 85 |
| ECE 1 - 15 | Emergencies (20 min)/CPR (35 min) | 55 |
| ECE 1 - 15 | Child Abuse | 30 |
| ECE 1 - 16 | Communicable Diseases | 85 |
| ECE 2 - 10, 11 | Room Arrangement (2 days x 85 min) | 170 | (8.83 hrs) |
| ECE 2 - 12 | Sanitation | 85 |
| ECE 2 - 13 | Child Abuse | 85 |
| ECE 2 - 14 | Child Abuse | 50 |
| ECE 2 - 15 | Emergencies (20 min)/CPR (35 min) | 55 |
| ECE 2 - 16 | Communicable Diseases | 85 |
| ECE 3 - 10, 11 | Room Arrangement (2 days x 85 min) | 170 | (8.83 hrs) |
| ECE 3 - 12 | Sanitation | 85 |
| ECE 3 - 13 | Child Abuse | 85 |
| ECE 3 - 14 | Child Abuse | 50 |
| ECE 3 - 15 | Emergencies (20 min)/CPR (35 min) | 55 |
| ECE 3 - 16 | Communicable Diseases | 85 |
| CE - ECE  | Food Handler’s Permit | 120 | (2 hrs) |
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| CDA Resource Collection I-1 | CPR & First Aid Training |  |  |
| CDA Resource Collection I-2 | Weekly Menu (Nutrition) |  |  |
| CDA Resource Collection V | Record Keeping Forms (Accident & Emergency) |  |  |
| CDA Competency Standard I | Competency Statement I |  |  |
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|  | Total # Minutes | / 2195 |  |
|  | Total # Hours | / 36.58 |  |
| **CDA Subject Area 2. Advancing children’s physical and intellectual development*** **Examples: Large and small muscle, language and literacy, discovery, art, music, mathematics, social studies, science, technology, and dual language learning**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| CD - 28 | Physical Development of Infants | 20 | (8.83 hrs) |
| CD - 29 | Cognitive Development of Infants | 85 |
| CD - 31 | Activities for Infants | 85 |
| CD - 34, 35 | Cognitive & Physical Development of Toddlers (2 days x 85 min) | 170 |
| CD - 36 | Cognitive Development of Preschoolers | 85 |
| CD - 37 | Physical Development of Preschoolers | 85 |
| ECE 1  | Art, Sensory & Blockbuilding | 85 | (7.08 hrs) |
| ECE 1 | Story Extension (2 days x 60 min) | 120 |
| ECE 1 | Music/Songs (22 days x 10 min) | 220 |
| ECE 2 - 5 | Physical Benefits of Play | 40 | (6.33 hrs) |
| ECE 2 | Story Extension (2 days x 60 min) | 120 |
| ECE 2 | Music/Songs (22 days x 10 min) | 220 |
| ECE 3 - 5 | Types of Play | 70 | (6.83 hrs) |
| ECE 3 | Story Extension (2 days x 60 min) | 120 |
| ECE 3 | Music/Songs (22 days x 10 min) | 220 |
| CE - ECE | Ch. 12 – Language/Literacy (Reading, Questions, Review, Quiz) | 80 | (7.17 hrs) |
| CE - ECE | Language Learning | 50 |
| CE - ECE | Literacy Evaluation | 45 |
| CE - ECE | Ch. 13 – Mathematics, Science & Technology (Reading, Questions, Review, Quiz) | 80 |
| CE - ECE | Math, Science, Technology Assessment & Reflection | 45 |
| CE - ECE | Ch. 15 – Physical Development (Reading, Questions, Review, Quiz) | 80 |
| CE - ECE | Nature Deficit Disorder | 50 |
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| CDA Resource Collection II | Learning Experiences (RC II-1, II-2, II-3, II-4, II-5, II-9) |  |  |
| CDA Resource Collection III | Developmentally Appropriate Books |  |  |
| CDA Competency Standard II | Competency Statement II |  |  |
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|  | Total # Minutes | / 2175 |  |
|  | Total # Hours | / 36.25 |  |

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| **CDA Subject Area 3. Supporting children’s social and emotional development*** **Examples: Adult modeling, self-esteem, self-regulation, socialization, cultural identity, conflict resolution**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| CD - 1 | Value and Influence of Children | 45 | (13 hrs) |
| CD - 2 | Rights of Children | 45 |
| CD - 25 | Bonding & Nurturing of Children | 85 |
| CD - 30 | Social/Emotional Development of Infants | 85 |
| CD - 32, 33 | Social/Emotional Development of Toddlers (2 days x 85 min) | 170 |
| CD - 38, 39 | Positive Guidance for Infants, Toddlers, & Preschoolers (2 days x 85 min) | 170 |
| CD  | Book Evaluations (12 days x 15 min) | 180 |
| ECE 1 - 7, 8, 9 | Positive Guidance with Preschoolers (2 days x 85 min, 1 day x 40 min) | 210 | (4.08 hrs) |
| ECE 1 - 27 | Storytelling | 35 |
| ECE 2 - 7, 8, 9 | Positive Guidance with Preschoolers (2 days x 85 min, 1 day x 40 min) | 210 | (4.08 hrs) |
| ECE 2 - 27 | Storytelling | 35 |
| ECE 3 - 7, 8, 9 | Positive Guidance with Preschoolers (2 days x 85 min, 1 day x 40 min) | 210 | (4.08 hrs) |
| ECE 3 - 27 | Storytelling | 35 |
| CE - ECE | Ch. 6 – Cultural Diversity (Reading, Questions, Review, Quiz) | 60 | (5.67 hrs) |
| CE - ECE | Ch. 8 – Positive Guidance (Reading, Questions, Review, Quiz) | 80 |
| CE - ECE | Teaching Pyramid Model | 60 |
| CE - ECE | Ch. 14 – Social/Emotional Development (Reading, Questions, Review, Quiz) | 80 |
| CE - ECE | Cultural Practices | 60 |
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| CDA Resource Collection II | Learning Experiences (II-6, II-7, II-8) |  |  |
| CDA Competency Standard III | Competency Statement III |  |  |
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|  | Total # Minutes | / 1855 |  |
|  | Total # Hours | / 30.92 |  |

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| **CDA Subject Area 4. Building productive relationships with families*** **Examples: Parent involvement, home visits, conferences, referrals, communication strategies**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| CD - 2 | Parenting | 40 | (1.75 hrs) |
| CD - 3 | Parenting | 65 |
| ECE 1 | Parent Letters/Communication | 40 | (0.67 hrs) |
| ECE 2 | Parent Letters/Communication | 40 | (0.67 hrs) |
| ECE 3 | Parent Letters/Communication | 40 | (0.67 hrs) |
| CE - ECE  | Parent Letters/Communication | 40 | (2.5 hrs) |
| CE - ECE | Ch. 7 – Family/School Partnerships (Reading, Questions, Review, Quiz) | 60 |
| CE - ECE | Family Comparison | 50 |
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| CDA Resource Collection IV-1 | Family Resources Guide - Family Counseling |  |  |
| CDA Resource Collection IV-2 | Family Resources Guide - Translation Service |  |  |
| CDA Resource Collection IV-3 | Family Resources Guide - Children with Disabilities |  |  |
| CDA Resource Collection IV-4 | Family Resources Guide - Child Development Resources |  |  |
| CDA Competency Standard IV | Competency Statement IV |  |  |
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|  | Total # Minutes | / 375 |  |
|  | Total # Hours | / 6.25 |  |

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| **CDA Subject Area 5. Managing an effective program** * **Examples: Planning, record keeping, reporting, community services**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| ECE 1 - 2 | Active Learning | 60 | (26.58 hrs) |
| ECE 1 - 3, 4 | Developmentally Appropriate Practice (2 days x 85 min) | 170 |
| ECE 1 - 18, 19 | Curriculum Planning (2 days x 85 min) | 170 |
| ECE 1 - 20, 21 | Tips, Tricks & Transitions (2 days x 50 min) | 100 |
| ECE 1 | Lesson Planning (14 days x 60 min) | 840 |
| ECE 1 | Weekly Curriculum Project (3 days x 85 min) | 255 |
| ECE 2 - 2 | Active Learning | 60 | (25.92 hrs) |
| ECE 2 - 3, 4 | Developmentally Appropriate Practice (2 days x 85 min) | 170 |
| ECE 2 - 18, 19 | Curriculum Planning (2 days x 85 min) | 170 |
| ECE 2 - 20, 21 | Tips, Tricks & Transitions (2 days x 30 min) | 60 |
| ECE 2 | Lesson Planning (14 days x 60 min) | 840 |
| ECE 2 | Weekly Curriculum Project (3 days x 85 min) | 255 |
| ECE 3 - 2 | Active Learning | 60 | (25.92 hrs) |
| ECE 3 - 3, 4 | Developmentally Appropriate Practice (DAP) (2 days x 85 min) | 170 |
| ECE 3 - 18, 19 | Curriculum Planning (2 days x 85 min) | 170 |
| ECE 3 - 20, 21 | Tips, Tricks & Transitions (2 days x 30 min) | 60 |
| ECE 3 | Lesson Planning (14 days x 60 min) | 840 |
| ECE 3 | Weekly Curriculum Project (3 days x 85 min) | 255 |
| CE - ECE | Ch. 3 – DAP (Reading, Questions, Review, Quiz) | 60 | (25.5 hrs) |
| CE - ECE | DAP and NAEYC | 60 |
| CE - ECE | Developmentally Appropriate Practice (2 days x 60 min) | 120 |
| CE - ECE | Ch. 10 – Curriculum Planning (Reading, Questions, Review, Quiz) | 60 |
| CE - ECE | Webbing | 50 |
| CE - ECE | Curriculum Planning (2 days x 85 min) | 170 |
| CE - ECE | Lesson Planning (14 days x 60 min) | 840 |
| CE - ECE | Weekly Curriculum Project (2 days x 85 min) | 170 |
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| CDA Resource Collection I-3 | Weekly Lesson Plans |  |  |
| CDA Competency Standard V | Competency Statement V |  |  |
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|  | Total # Minutes | / 6235 |  |
|  | Total # Hours | / 103.92 |  |

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| **CDA Subject Area 6. Maintaining a commitment to professionalism*** **Examples: Advocacy, ethical practices, work force issues, professional development, goal setting, networking**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| ECE 1 - 22 | Child Care Programs | 85 | (7.33 hrs) |
| ECE 1 - 23 | Child Care Programs (25 min) / Licensing Laws (60 min) | 85 |
| ECE 1 - 24, 25 | Child Related Employment Skills (2 days x 85 min) | 170 |
| ECE 1 - 26, 27 | Resumes (2 days x 50 min) | 100 |
| ECE 2 - 22 | Child Care Programs | 60 | (4.08 hrs) |
| ECE 2 - 23 | Licensing Laws  | 45 |
| ECE 2 - 24, 25 | Child Related Employment Skills (2 days x 40 min) | 80 |
| ECE 2 - 26, 27 | Resumes - Update (2 days x 30 min) | 60 |
| ECE 3 - 22 | Child Care Programs | 60 | (4.08 hrs) |
| ECE 3 - 23 | Licensing Laws  | 45 |
| ECE 3 - 24, 25 | Child Related Employment Skills (2 days x 40 min) | 80 |
| ECE 3 - 26, 27 | Resumes - Update (2 days x 30 min) | 60 |
| CE - ECE | Ch. 1 – Trends in Early Childhood Education (Reading, Questions, Review, Quiz) | 60 | (8.83 hrs) |
| CE - ECE | Ch. 2 – Types of Early Childhood Programs (Reading, Questions, Review, Quiz) | 60 |
| CE - ECE | Child Care Rules | 70 |
| CE - ECE | Personal Philosophy (2 days x 80 min) | 160 |
| CE - ECE | e-Portfolio (2 days x 60 min) | 120 |
| CE - ECE | Resumes - Update (2 days x 30 min) | 60 |
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| CDA Resource Collection VI-1 | Child Care Regulations |  |  |
| CDA Resource Collection VI-2 | Early Childhood Associations |  |  |
| CDA Resource Collection VI-3 | Reporting Child Abuse and Neglect |  |  |
| CDA Competency Standard VI | Competency Statement VI |  |  |
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|  | Total # Minutes | / 1460 |  |
|  | Total # Hours | / 24.33 |  |

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| **CDA Subject Area 7. Observing and recording children’s behavior*** **Examples: Tools and strategies for objective observation and assessment of children’s behavior and learning to plan curriculum and individualize teaching, developmental delays, intervention strategies, individual education plans**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| ECE 1 - 31, 32 | Observations & Assessments (2 days x 85 min) | 170 | (7.83 hrs) |
| ECE 1 | Observation Project (8 days x 30 min) | 240 |
| ECE 1 | Observation Reflection & Summary | 60 |
| ECE 2 - 31 | Observing the Whole Child | 85 | (6.42 hrs) |
| ECE 2 | Observation Project (8 days x 30 min) | 240 |
| ECE 2 | Observation Reflection & Summary | 60 |
| ECE 3 - 31 | The Power of Portfolios | 65 | (6.08 hrs) |
| ECE 3 | Observation Project (8 days x 30 min) | 240 |
| ECE 3 | Observation Reflection & Summary | 60 |
| CE - ECE | Ch. 5 – Differentiated Instruction (Reading, Questions, Review, Quiz) | 60 | (15.5 hrs) |
| CE - ECE | Multiple Intelligences | 50 |
| CE - ECE | Ch. 9 – Teaching Strategies (Reading, Questions, Review, Quiz) | 60 |
| CE - ECE | Teaching Strategies Reflection | 60 |
| CE - ECE | Ch. 11 – Assessments (Reading, Questions, Review, Quiz) | 60 |
| CE - ECE | Brigance Assessment | 60 |
| CE - ECE | Child Portfolio Observations (12 days x 30 min) | 360 |
| CE - ECE | Child Portfolio Work Samples (9 x 15 min) | 135 |
| CE - ECE | Child Portfolio Summary & Compilation | 85 |
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| CDA Resource Collection V | Record Keeping Forms (Observation) |  |  |
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|  | Total # Minutes | / 2150 |  |
|  | Total # Hours | / 35.83 |  |

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| **CDA Subject Area 8. Understanding principles of child development and learning*** **Examples: Typical developmental expectations for children from birth through age 5, individual variation including children with special needs, cultural influences on development, an understanding of early brain development**
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| **Class Day/Date** | **Title of Training** | **# Minutes** | **Verify** |
| CD - 4 | Growth and Development | 65 | (11.33 hrs) |
| CD - 5 | Growth and Development | 60 |
| CD - 6 | Child Development Theorists/Theories | 85 |
| CD - 9 | Genetics & Heredity | 60 |
| CD - 11, 12 | Genetic Disorders (2 days x 85 min) | 170 |
| CD - 13 | Nature vs. Nurture | 80 |
| CD - 22, 23 | Growth and Development of Neonate (2 days x 80 min) | 160 |
| ECE 1 - 5, 6 | The Preschool Child (2 days x 85 min) | 170 | (2.83 hrs) |
| ECE 2 - 6 | Preschool Development Review | 80 | (1.33 hrs) |
| ECE 3 - 6 | Preschool Development Review | 80 | (1.33 hrs) |
| CE - ECE | Preschool Development Review | 80 | (3.67 hrs) |
| CE - ECE | Ch. 4 – Developmental Theories | 60 |
| CE - ECE | Theory Comparison | 80 |
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|  | Total # Minutes | / 1230 |  |
|  | Total # Hours | / 20.5 |  |

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| **Total # Training Hours Completed** | **Minutes: 17,945** |
|  | **Hours:** **299.1** |

1. **CDA WORK EXPERIENCE / LAB HOURS**

*Required Work Experience Hours to complete CDA:* ***480 total hours*** *with children, ages three to five, in a state-approved child development center. Your experience may be professional or volunteer. (480 hours must be accrued within 3 years prior to applying for CDA Credential)*

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| **Class** | **Total # Minutes** | **Total # Hours** |
| **ECE 1**

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| **Preschool Lab** | **Minutes** |
| Read to kids (35 days x 15 min) | 525 |
| Support Teacher(23 days x 60 min) | 1380 |
| Lead Teacher (12 days x 60 min) | 720 |
| Field Trip(1 day x 120 min) | 120 |
| Committee Assignments (35 days x 15 min) | 525 |

 | (3,270 min) | (54.5 hrs) |
| **ECE 2**

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| **Preschool Lab** | **Minutes** |
| Read to kids (35 days x 15 min) | 525 |
| Support Teacher(17 days x 60 min) | 1020 |
| Lead Teacher (18 days x 60 min) | 1080 |
| Field Trip(1 day x 120 min) | 120 |
| Committee Assignments (35 days x 15 min) | 525 |

 | (3,270 min) | (54.5 hrs) |
| **ECE 3**

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| **Preschool Lab** | **Minutes** |
| Read to kids (35 days x 15 min) | 525 |
| Support Teacher(17 days x 60 min) | 1020 |
| Lead Teacher (18 days x 60 min) | 1080 |
| Field Trip(1 day x 120 min) | 120 |
| Committee Assignments (35 days x 15 min) | 525 |

 | (3,270 min) | (54.5 hrs) |
| **CE - ECE**

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| **Preschool Lab** | **Minutes** |
| Read to kids (35 days x 15 min) | 525 |
| Support Teacher(17 days x 60 min) | 1020 |
| Lead Teacher (18 days x 60 min) | 1080 |
| Field Trip(1 day x 120 min) | 120 |
| Committee Assignments (35 days x 15 min) | 525 |

 | (3,270 min) | (54.5 hrs) |
| **Total # Minutes / 13, 080** |
| **Total # Hours** **/ 218** |

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