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.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |
| CD24,28,31 |
| CD26,30,33,40,43 |
| CD26,30,33 |
| CD Daily |
| CD Daily |
| ECE 1 9 |
| ECE 1 10, 11,12,13,14,15 |
| ECE 2 |

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|  |
| --- |
| 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 |
| CD35,36,37 |
| 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 ExperienceObserve 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 |

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|  |
| --- |
| 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. |

|  |
| --- |
|  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 support44 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**