

# **T.A.P. Into Knowledge, LLC.**

## **REGISTRATION - CONTRACT**

**www.tapintoknowledge.com      770-402-4407      tap.trainingassociates@gmail.com**

**BFTS Approved Child Development Associate (CDA) - WEBINAR**

Spring Semester (Jan-April)  Summer Semester (May-Aug)  Fall Semester (Sept-Dec)

**BFTS Approved Instructor: Dr. Susan P. McKoy, EdD.**

**Saturday ZOOM Sessions: 10:00 am**

**Total Fee: \$870.00 (Payment Plan)**

**Complete, scan, and email the forms to tap.trainingassociates@gmail.com**

**Send payments to ZELLE or Apple Pay or Cash App (Add \$5.00 when paying with Cash App)**

**(No refunds, exchanges, substitutes, or transfers towards ALL fees)**

- **Candidates purchase their own CDA books** at [www.cdacouncil.org](http://www.cdacouncil.org), a **2-inch binder, etc.**
- Candidates are required to **have a copy of their High School diploma or GED transcript in their CDA Binder.**
- Candidates must attend **ALL ZOOM sessions** to receive their CDA certificate of 120 hours, **unless sessions missed are made up and approved by the instructor.**
- Any funding organization/scholarships/grants must be paid to **T.A.P. Into Knowledge LLC, 1257 Carriage Trace Circle, Stone Mountain, GA 30087**
- If any funding organization does not fully pay T.A.P. Into Knowledge LLC., the candidate is responsible for paying T.A.P. Into Knowledge LLC. in full or any remaining balance.
- **ALL fees must be paid in full, and ALL assignments must be completed by the candidate and reviewed by the instructor before the end of the CDA semester to receive their CDA certificate.**
- Any late assignments by the candidate after 12:00 noon on Friday of the last CDA session are subject to an additional fee of **\$60.00 per week**. After three weeks, the additional fee is **\$360.00**
- After the additional fee of **\$360.00** is paid, past-due assignments will only be accepted and reviewed one month after the CDA semester ended. If the additional fee of **\$360.00** and assignments are not submitted within the month after the CDA semester has ended, the CDA candidate **will not receive their CDA certificate. NO EXCEPTIONS!**
- T.A.P. Into Knowledge LLC. is not responsible for paying the CDA application fee of **\$525.00**. The CDA application fee must be paid by the candidate or funding organization.

Print Name: \_\_\_\_\_ Last 4 SS# \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cellphone #: \_\_\_\_\_

Email: \_\_\_\_\_

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

Work Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Select CDA Certification and Payment Plan:**

Family Childcare     Infant/Toddler     Preschool     Birth to Five (worked with all ages)

\$150.00 registration fee a week before class starts + \$60.00 for each class session (present or not)

\* Trainer's name: Susan P. McKoy, EdD

Signature: Susan Paula McKoy

**\*REGISTRATION/CONTRACT/RECEIPT/TRAINING INVOICE**

## **T.A.P. Into Knowledge, LLC.**

### **REGISTRATION - CONTRACT**

T.A.P. Into Knowledge, LLC., **does not** grant the CDA Certification. The CDA Credential is administered by the Council for Professional Recognition. While you may use our CDA Course Training **to obtain the 120 clock hours** needed to apply for the CDA Credential, T.A.P. Into Knowledge, LLC. is in no way affiliated with the Council for Professional Recognition.

***The CDA Course Training is approved by Bright from the Start (BFTS)***

(For more information, visit [www.cdacouncil.org](http://www.cdacouncil.org) or call 1-800-424-4310 or 202-265-9090)

#### **STEPS TO EARNING A CDA:**

1. Meet requirements outlined by the Council for Professional Recognition: Candidate must have a high school or GED diploma. (**You must have a copy of your diploma or transcript.**) and **480 hours** of Early Childcare Education work experience, or **160 hours in each sub-age group** of Early Childcare Education work experience, for a Birth to Five CDA Certification.
2. Complete 120 hours of training.
3. Complete your Professional Portfolio: Write your Competency Statements, Reflection Statements, and Professional Philosophy Statement, and gather Resource Collections.
4. You will have the parents of the children in your classroom complete a parent questionnaire.
5. Once all the above is completed with assistance from T.A.P. Into Knowledge, LLC, you **will complete your CDA Credential Application online** and **pay \$525.00** to The Council for Professional Recognition.
6. You will select a testing site [www.pearsonvue.com/cdaexam](http://www.pearsonvue.com/cdaexam) to complete the Early Childhood Studies Review (test).
7. You will select a Professional Development (PD) Specialist through the CDA Council to conduct the Verification Visit. The CDA Council will contact the candidate and PD Specialist, and arrangements will be made for the date of the Verification visit.
8. The candidate would prepare all required documents for the Verification visit (Professional Portfolio Book and CDA Competency Standard Book, with the CDA Verification Visit Reflective Dialogue Worksheet, Comprehensive Scoring Instrument, and required documents).
9. On the visit, the Professional Development Specialist will check the required documents, ask questions regarding the observation visit, and review the candidate's strengths and goals.
10. The Professional Development Specialist will log your CDA Comprehensive Scoring Instrument scores into the CDA Council computer system. These scores will **not** be discussed.
11. The Council Committee will review the required materials and make a final decision.

I (print name), \_\_\_\_\_ the candidate/participant, read and understand the responsibilities of T.A.P. Into Knowledge, LLC. I also understand my responsibilities: to uphold all payments stated in the contract, to request a CDA Professional Development Specialist, and submit the required fee of **\$525.00** to the CDA Council for Professional Recognition for my CDA exam and verification visit.

Sign name: \_\_\_\_\_ SS# XXX-XX-\_\_\_\_\_ Date: \_\_\_\_\_

***\*\*\*\*Please make and keep a copy of all documents for yourself\*\*\*\****