

Child Care Resource & Referral of Midwestern Illinois  
3800 Avenue of the Cities, Suite 102  
Moline, IL 61265  
(309) 205-3070



**Child Care Resource & Referral  
of Midwestern Illinois**

*A program of SAL Family and Community Services*

Child Care Resource & Referral of Midwestern Illinois is excited to be offering another professionally facilitated CDA cohort for early childhood education practitioners. The goal of this cohort is to prepare participants for application for the nationally-recognized CDA credential. Following the completion of this cohort and all required obligations, participants will have met all requirements to be ready to submit an application to the Council for Professional Recognition.

*\*The cost of CDA application and assessment fee is not included in this cohort, however, there are potential grant opportunities to assist in the obtaining of a CDA credential and/or other professional development milestones.*

#### **1. BENEFITS OF CDA COHORT**

- Bi-monthly virtual cohort meetings; each focused on a different CDA content area
- Training plan to complete required CDA hours organized into manageable sections
- Technical assistance on completing CDA portfolio
- Technical assistance on applying for Individual Professional Development Funds
- Targeted support from CDA cohort facilitator
- Collaboration with peers

#### **2. COHORT SCHEDULE (ALL SESSIONS ARE SCHEDULED 6:00-8:00 PM UNLESS OTHERWISE STATED)**

- August 18, 2022: Virtual CDA Cohort Intro Session
- 8 virtual sessions scheduled for the following dates: 09/01/22, 09/15/22, 09/29/22, 10/13/22, 10/27/22, 11/10/22, 11/17/22, 12/1/22. *\*Facilitator and CCR&R will communicate any needed schedule changes.*

#### **3. WHO CAN APPLY?**

- Individual practitioners currently employed by licensed center-based programs or licensed family home programs that provide care as defined by the Illinois Department of Children and Family Services (DCFS) in one of the following counties: **Henderson, Henry, Knox, McDonough, Mercer, Rock Island, and Warren.**
- Applicant must be a current member of the Gateways to Opportunity Registry. Registry membership is free. Practitioners may sign up for the registry at [www.ilgateways.com](http://www.ilgateways.com).
- The child care program must be listed on the Child Care Resource & Referral (CCR&R) referral database.

#### **4. ARE THERE PRIORITY PROGRAMS/PARTICIPANTS?**

- Participants who will become teacher qualified by obtaining the CDA.
- Programs currently caring for 50% or more children whose care is paid for by the IDHS CCAP.
- Programs that are full year (at least 47 weeks)/full day (at least 8 hours).

#### **5. WHAT ARE THE REQUIREMENTS?**

- Participants are required to attend and actively participate in all sessions.
- Participants must complete all assigned trainings/activities according to the schedule set by cohort facilitator.
  - **A computer with a reliable internet connection OR a smartphone with the ability to connect to the Zoom app.**
  - **Connect to a microphone device to participate in discussion.**
  - **Connect to a camera device to interact with others in the training.**

#### **6. WHAT IS THE APPLICATION PROCESS?**

- Individuals complete and submit an application along with the required supporting documentation (see question 7).
- As applications are received, priority is given to programs/participants listed in question 4.
- The CCR&R will notify you via e-mail if your application has been approved or denied or if additional information is needed to process the application.

**7. WHAT SUPPORTING DOCUMENTATION IS NEEDED?**

- Copy of Professional Development Record obtained from Illinois Gateways to Opportunity Registry.
- Written description of desired outcome of participation in CDA Cohort (See application).

**8. WHAT IS THE DEADLINE FOR SUBMITTING MY APPLICATION?**

- Application must be received by the CCR&R by **Friday, August 26, 2022 at 5:00PM.**

**9. WHERE ARE APPLICATIONS SUBMITTED?**

- Child Care Resource & Referral of Midwestern Illinois  
3800 Avenue of the Cities, Suite 102  
Moline, IL 61265
- **Preferred submission method: E-mail**  
[kswanson@salcommunityservices.org](mailto:kswanson@salcommunityservices.org)
- Other:  
Fax: (309) 517-6869

**10. FOR QUESTIONS PLEASE CONTACT:**

- Kelsey Swanson  
E-mail: [kswanson@salcommunityservices.org](mailto:kswanson@salcommunityservices.org)  
Phone: (309) 205-3070, ext. 4012

## Facilitated CDA Cohort Application

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Revised July 2022

- ➔ Please type or print using black or blue ink
- ➔ Complete **all fields**; use "NA" if not applicable – **do not leave any field blank**

STEP 1: Applicant Information						
Applicant First Name:			Applicant Last Name:			
Applicant Address:						
City:	State:	Zip Code:	County:			
Mailing address (if different):						
Phone #: ( )			Email (required): <input type="radio"/> Personal <input type="radio"/> Program			
Gateways Registry #						
Program is: <input type="radio"/> Licensed Child Care Center <input type="radio"/> License Exempt Child Care Center <input type="radio"/> Licensed Family Child Care <input type="radio"/> License Exempt Family Child Care						
Program (work site) Name:						
Program (work site) Address:						
City:	State: IL	Zip Code:	County:			
What date did you begin employment at this site?		Month:	Date:	Year:		
Role: check the one that best describes your current position:						
<input type="radio"/> Director / Administrator	<input type="radio"/> Assistant Director	<input type="radio"/> Director / Teacher	<input type="radio"/> Teacher	<input type="radio"/> Assistant Teacher	<input type="radio"/> Substitute / Floater	<input type="radio"/> Other: _____
<input type="radio"/> Family Child Care (FCC)	<input type="radio"/> FCC Assistant	<input type="radio"/> Group FCC Provider	<input type="radio"/> Group FCC Assistant	<input type="radio"/> School Age Child Care Teacher	<input type="radio"/> School Age Child Care Assistant	
Age group YOU currently provide care for (center staff, check 1 primary age range; FCC providers check all that apply):						
<input type="radio"/> Infants 6 wks – 14 mos	<input type="radio"/> Toddlers 15-23 mos.	<input type="radio"/> Twos 24-35 mos	<input type="radio"/> Preschool 3-5 years	<input type="radio"/> School Age K-12 years	<input type="radio"/> Not Applicable	

Please have the *Program Administrator* complete the following formula to determine the percentage of children in your program receiving IDHS child care financial assistance.

To calculate: Total Number of children with IDHS Financial Assistance **DIVIDED** by Current total Enrollment **MULTIPLIED** by 100 **EQUALS** Percentage of Children Receiving IDHS Assistance. (FCC providers: include your own children, under age 13, in enrollment)

$$\frac{\text{\# of IDHS Children}}{\text{Current Total Enrollment}} \times 100 = \text{Percentage of IDHS Children} \%$$

