



CALIFORNIA HEAD START ASSOCIATION

A voice for at-risk young children and families

April 20, 2016

Dear Head Start Directors,

The Office of Head Start is no longer determining what is equivalent to a CDA, so the California Head Start Association has worked with state and federal agencies to determine the equivalency of the National CDA to California's requirements. The attached document spells out the coursework and work experience requirements and equivalencies.

Minimally, all staff working in Early Head Start/Head Start programs must meet the standard for a "fully qualified teacher" as defined by Community Care Licensing (12 units of core early childhood education classes). In addition, for EHS programs, 3 of those units must be in infant/toddler development.

We hope this document is helpful to your program.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pamm Shaw". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Pamm Shaw, President
California Head Start Association

California Equivalency to CDA, 2016

Early/Head Start Staff Qualifications for Center-Based and Family Child Care Options

The purpose of this document is to assist Head Start programs to determine staff qualifications in meeting CDA equivalency. This document is based on the California Commission for Teacher Credentialing Associate Teacher Permit requirements, and has been vetted as equivalent to CDA. CDA requires 120 hours of formal education and 480 hours of work experience (within the last 3 years). A current and valid Associate Teacher Permit (12 semester units in the Core classes) meets the Preschool CDA or Family Child Care CDA requirements. A current and valid Associate Teacher Permit with an additional 3 units in infant/toddler development meets the Infant/Toddler CDA. Sixty (60) days of full-time work experience (8 hours/day) meets the CDA work experience requirement. Community Care Licensing requires four (4) Core classes, 3 units of which must include infant/toddler development (total of 12 units). This also exceeds the 120 hours required by CDA. REMINDER - it is not only the permit that determines competency. All staff must have current professional development plans.

FORMAL EDUCATION

CDA Requirement by Age Group and Setting		California Commission on Teacher Credentialing Associate Teacher Permit			CA Department of Social Services Community Care Licensing Division		
	Min Hours	CA Equivalent - Community College Courses	Semester units required	Hour Equivalency*	Core Courses	Semester units required	Hour Equivalency*
1	10	Program/Curriculum	6	108	Program/Curriculum	3	54
2	10	Child Growth & Development	3	54	Child Growth & Development	3	54
3	10	Child Growth & Development	incl	incl	Infant/Toddler Care and Development	3	54
4	10	Child Family and Community	3	54	Child Family & Community	3	54
5	10	Program/Curriculum	incl	incl			
6	10	Program/Curriculum	incl	incl			
7	10	Program/Curriculum	incl	incl			
8	10	Child Growth & Development	incl	incl			
9	40	Infant/Toddler Care and Development	3	54			
	TOTAL		15	270		12	216

* CCC Chancellor's Office Program and Course Approval Handbook, 5th Edition, p 80.

WORK EXPERIENCE

CDA requires 480 hours within last 3 years	480	Associate Teacher permit requires 50 days x 3 hours within 2 years which = 150 hours	Community Care Licensing requires 6 months experience with children under 5 years of age.
Based on the age group and setting:			
Preschool CDA (center-based, 3-5 year olds)		3 hours/day to meet 480 hours = 160 days	
Infant/Toddler CDA (center-based, 0-3 year olds)		6 hours/day to meet 480 hours = 80 days	
Family Child Care CDA (group setting, 0-5 year olds)		8 hours/day to meet 480 hours = 60 days	



ADMINISTRATION FOR
CHILDREN & FAMILIES

Office of Head Start | 330 C St., SW, 4th Floor, Washington DC 20201 | eclkc.ohs.acf.hhs.gov

November 3, 2015

Ms. Pamm Shaw
California Head Start Association
107 9th Street, Suite 810
Sacramento, CA 95814

Dear Ms. Shaw:

Thank you for your letter to the Office of Head Start (OHS) regarding the equivalency of the California (CA) Associate Teacher permit for infant and toddler center-based teachers.

In July 2010, OHS sent correspondence to the California Head Start Association (CHSA) stating that we considered the CA Associate Teacher Permit a comparable certificate to the national Child Development Associate (CDA) credential for infant and toddler teachers when it includes six units of infant toddler course work. You asked OHS to reconsider the CA Associate Teacher permit as a suitable proxy for infant and toddler center-based CDA when teachers have taken a minimum of 3 semester units or 4 quarter units with infant toddler course work rather than the six units.

OHS no longer makes the determination of equivalency because there are so many increasing and diverse early childhood credentials available. Grantees now have the responsibility to determine and demonstrate how alternate credentials meet or exceed the requirements for the national CDA credential. While OHS will continue to accept the original letter, please know that there are other ways for grantees to document that an infant/toddler teacher's credential meets or exceeds the national CDA requirements.

The national infant/toddler center-based CDA issued by the Council for Professional Recognition includes completing a minimum of 120 hours of formal early childhood education training or coursework that covers the growth and development of children aged from birth to 3 years. Grantees must have evidence (transcript, course, or training descriptions, etc.) that the coursework or training required for an alternate certificate meets a minimum of 120 hours. OHS recommends that grantees ensure each of their individual staff professional development plans note action steps and progress in renewing credentials and attaining degrees. Additionally, we recommend that grantees maintain evidence of the state standards that denote the acceptability of the CA Associate Teacher permit within licensing, including the acceptability of permits that are expired.

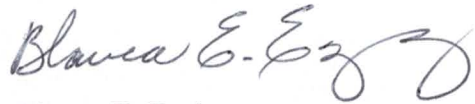
Page Two – Ms. Pamm Shaw

As you mentioned in your letter, the 2007 Head Start Act specifies the requirements for teacher credentials. Infant and toddler center-based teachers must have at least a CDA credential and be trained (or have equivalent coursework) in early childhood development with a focus on infant and toddler development. Therefore, OHS requires that teachers hold a credential or degree and does not accept coursework in lieu of a credential or degree.

The California Head Start Association can assist grantees by providing a crosswalk between the CA Associate Teacher Permit for infant and toddler teachers and the national CDA credential.

OHS supports your efforts to enhance the professional development of your State's early childhood work force. Thank you for your contributions to the field of professional development and early childhood.

Sincerely,

A handwritten signature in black ink, appearing to read "Blanca E. Enriquez". The signature is fluid and cursive, with a large, stylized flourish at the end.

Blanca E. Enriquez
Director
Office of Head Start

cc: Jan Len, Regional Program Manager, Office of Head Start, Region IX