

Child Development Associate Credential (CDA) Renewal Bonus

This application is for a bonus (up to \$150) for Vermont residents who have successfully renewed their Child Development Associates (CDA) for the first time. These grants are awarded only when the program in which the applicant works is in good regulatory standing.

Eligibility

- Be employed for the past 6 months by a CDD regulated child care facility or as a registered provider.
- Demonstrate commitment to remain in the field for at least one year in Vermont.
- Successfully renewed CDA for the first time.
- Have not received a bonus from CDD for a CDA renewal.
- CDA certificate has been submitted to the Northern Lights Career Development Center.

Contact Person:

Lynne Robbins
lynne.robbins@vermont.gov
802-241-0823 or 1-800-649-2642

For State Use Only

Date Received: _____ Invoice #: _____
Reviewed/approved: _____ Date: _____
Payment entered: _____ Date: _____
License check: _____
Application #: _____ Agreement #: _____

Program Manager Approval/Denial

Approved: \$ _____ Denied
Signature: _____ Date: _____

Mail Completed Forms To:

Child Development Division
ATTN: Linda Clark
280 State Drive, NOB 1 North
Waterbury, VT 05671-1040

Payment Information: Approved grants must have a current Federal W9 Form on file for the approved grantee in order for payment to be processed.

Name (Print) _____

Birth Date _____ Social Security # (optional) _____

Address _____

City _____ State _____ Zip code _____

Telephone (Home) _____ (Work) _____

Email _____

Employer _____

License/Registration # _____ BFIS # _____

Date initial CDA was received _____



Child Development Associate Credential (CDA) Renewal Bonus

1) Send a copy of your CDA Certificate to the Northern Lights Career Development Center at:

NLCDC - CCV

PO Box 489

Montpelier, Vermont 05601

Along with a Cover Sheet that can be found at:

<http://northernlightscdc.org/wp-content/uploads/2013/01/Cover-sheet.pdf>

2) My CDA application is for the setting(s) checked below:

Family Child Care; VT Child Care Registration Certificate # _____

Center-Based Infant/Toddler (up to 36 months)

Center-Based Preschool (3-5 years)

3) My program, or the program which I am employed:

Has received no violations to the child care regulations in the past year.

OR

Has received the following violations, but no Parental Notification Letter violation in the past year and I have attached a statement detailing the violation(s) and what I am doing to make sure the violations do not happen again.

4) Training for renewal requirements:

Course _____

Institution _____

5) Attach a job description of your current position.

(This application is for professionals providing direct care and education to children.)

6) Attach your professional development plan.

A form is available on Northern Lights Career Center website: <http://northernlightscdc.org>.

Check here if you have an up-to-date professional development plan in Bright Futures Information System (BFIS). If so, you do not need to send it with the application. Go to <http://northernlightscdc.org> for more information about entering your information into BFIS.

Child Development Associate Credential (CDA) Renewal Bonus

Please sign the certification below:

Certification

I certify that the information contained in this application is true and correct; I also certify that the following statements are true:

1. My program will comply with applicable eligibility criteria of the Child Care Development Fund including not discriminating or barring participation on the basis of race, religion, sex, color, handicap or national origin.
2. I have worked directly with children at a CDD regulated child care facility for the past three months.
3. I plan to work in regulated child care or afterschool care setting serving Vermont children for at least one year after receiving any grant funds from the CDD.
4. I am not currently a Vermont T.E.A.C.H. scholarship recipient.
5. I am a Vermont resident.
6. I am not a public school employee who is paid on the teacher salary schedule for my work in the regulated care setting.
7. The program I work in is in good regulatory standing with the Child Development Division, which means that I also certify that within the past twelve months all regulatory violations are corrected, no "Parental Notification Letters" have been mailed and the program does not have a pattern of repeated regulatory violations with the CDD or I have attached a letter explaining why my program is not in good regulatory standing.

Applicant's Signature: _____ Date: _____

*Keep a copy of this application for yourself and send a copy to the address below. * Complete means all the required enclosures and attachments are included with each application.*

**Child Development Division
ATTN: Linda Clark
280 State Drive, NOB 1 North
Waterbury, Vermont 05671-1040**

** Good regulatory standing means that any regulatory violations have been corrected, no "Parental Notification Letters" have been mailed within a year of the application and the program has no demonstrated pattern of repeated regulatory violations in the year prior to the application. The CDD may, upon request in an individual case, grant a waiver from this policy. A waiver may be requested by completing and signing the "Alternative Certification" at the end of this application.*