



**3. Training and Education:**

Date you graduated high school or received GED \_\_\_\_\_  
High School attended \_\_\_\_\_  
Location \_\_\_\_\_

Education after high school (*List all schools or programs you have attended. Attach copies of your official transcripts. Do not send the original documents*)

Technical or Vocational school:

Name \_\_\_\_\_  
Date attended \_\_\_\_\_  
Certificate or degree earned \_\_\_\_\_  
Date the certificate or degree was awarded \_\_\_\_\_

College or University:

Name \_\_\_\_\_  
Date attended \_\_\_\_\_  
Degree earned \_\_\_\_\_ Major \_\_\_\_\_  
Date the degree was awarded \_\_\_\_\_

Have you ever earned a CDA Credential in the past? (*Attach a copy of your most recent CDA Credential. Do not send the original document*)

YES                      NO

Date received \_\_\_\_\_  
Expiration date of your CDA Credential \_\_\_\_\_

If you have a lapsed CDA Credential, explain why you allowed it to expire:

#### **4. Which scholarship option are you applying for?**

\_\_\_\_\_ **Reimbursement of ND CCR&R CDA Training Course costs of \$1000\*\***

When do you anticipate registering for each of the following course modules? (*Register online at [www.ndchildcare.org](http://www.ndchildcare.org)*)

- Module 1: Establishing the Environment                      Registration date \_\_\_\_\_
- Module 2: Child Growth and Development                      Registration date \_\_\_\_\_
- Module 3: Introduction to the EC Profession                      Registration date \_\_\_\_\_

Order your textbooks from the NDSU Bookstore (*Order at [www.ndsubookstore.com](http://www.ndsubookstore.com) or call 800-428-8309*)

\_\_\_\_\_ **Reimbursement of 120 hours of CDA training from a training provider other than ND CCR&R up to \$600\*\***

What CDA training or education program have you selected to complete?

\_\_\_\_\_

Start date \_\_\_\_\_ End date \_\_\_\_\_

Total number of CDA training/education hours you will earn \_\_\_\_\_

How will your CDA training/education be documented? (*e.g. official transcript, certificate.*)

\_\_\_\_\_

Total cost of this program \_\_\_\_\_

Does this program meet the guidelines for approved training providers established by the National CDA Council?

YES                                      NO

\_\_\_\_\_ **Reimbursement of advisor and national direct assessment fees up to \$600\*\***

Are you within 6 months of completing 120 hours of CDA specific training?

YES                                      NO

Date you plan to be observed \_\_\_\_\_

Name of your advisor (*The person named here must be the person who actually completes your formal CDA observation and for whom you submit proof of payment for reimbursement of your scholarship*)

\_\_\_\_\_

Does your advisor meet the qualifications for approved advisors established by the National CDA Council?

YES                                      NO                                      UNKNOWN

Target date to mail your Direct Assessment Application to the national CDA Council:

\_\_\_\_\_

**\*\*NOTE: Scholarships are awarded on a reimbursement basis. To receive payment, you must successfully complete and pay for the activity for which you've received the scholarship, and then submit documentation of completion and payment within the allotted time period. Read attached "Procedures" for more specific details and information.**

## **5. Director or Employer signature**

If you are employed in a center-based program or work under a family/group child care owner, your director or employer must certify that they support your decision to complete the CDA Credential and that they will make any necessary adjustments to their program to help you complete CDA requirements, such as scheduling changes to accommodate your field work.

*As director or owner of the child care program where this CDA candidate is employed, I agree to provide the support necessary to ensure that this candidate is able to successfully complete CDA training and field work experiences.*

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Director or Employer Signature

Date

## **6. Your signature**

*I certify that to the best of my knowledge, all the information provided in this application is correct and true.*

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Your Signature

Date

*Return your scholarship application to:*

**East North Dakota:**

Child Care Resource & Referral  
715 11 St. N., Suite 402  
Moorhead, MN 56560

**West North Dakota:**

Child Care Resource & Referral  
1616 Capitol Way  
Bismarck, ND 58501

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*Leading the way for Child Care in North Dakota*

Eastern North Dakota 800-941-7003 or 218-299-7026 ~ Western North Dakota 888-223-1510 or 701-223-1510

[www.ndchildcare.org](http://www.ndchildcare.org)

## ND CCR&R Child Care Resource & Referral

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### PROCEDURES

#### General Policies

- CDA scholarships will be accepted January – June 2010 as long as funds remain.
- Scholarships are for training in the future. **Training taken previous to the award of the scholarship will not be reimbursed.**
- Scholarships are awarded as reimbursements for completion of CDA activities and paid for actual cost up to the scholarship award amount. **No money is paid until required documentation is supplied.**
- Three scholarship options are available:
  - Option 1 – ND CCR&R CDA Training Program: Applicants may apply for \$1000 to cover the cost of the ND CCR&R CDA Training program. This option allows up to 12 months for recipients to complete the course. Reimbursement will be made in four increments: textbooks, and at completion of each of the three modules.
  - Option 2 – CDA Training fees: Applicants may apply for **up to \$600** to offset the cost of 120 hours of CDA training from a training provider other than CCR&R and that is approved by the national CDA Council. This option allows up to 12 months for scholarship recipients to submit documentation.
  - Option 3 – CDA advisor and national assessment fees: Applicants may apply for **up to \$600** to offset the cost of a CDA advisor and national assessment fees. This option allows up to 6 months for scholarship recipients to submit documentation for reimbursement.

#### Award and Denial

- Scholarships will awarded to qualified applicants on a first-come, first serve basis
- Qualified applicants are those that meet the following criteria:
  - Submit a complete application within the application time period, and with all required information
  - Have a current training record at CCR&R (create your profile at [www.ndchildcare.org](http://www.ndchildcare.org) )
  - Be at least 18 years of age
  - Have a high school diploma or GED
  - Live and work in North Dakota
  - Are employed at least 20 hours per week in a licensed child care program, and work with children between the ages of 0-5 years
  - Must comply with all national CDA requirements

#### Scholarship Activities

- The scholarship process includes the following activities:
  1. Individual applies for one of the scholarship options
  2. Scholarship is awarded for a specific period of time
  3. Individual completes the scholarship activities in the allotted time period
  4. Individual submits documentation that scholarship activities have been completed
  5. A check for the scholarship amount is sent to the individual

#### Reimbursement

- Scholarships are paid as reimbursement for successfully completed CDA activities only upon submission of required documentation. **Award of the scholarship alone does not guarantee that reimbursement will be paid.**
- The following documentation must be submitted within the allotted time period to receive reimbursement:
  - Option 1: ND CCR&R CDA Training Program
    - Receipts for textbook purchase from NDSU or other provider
    - Certificate of completion of each ND CCR&R CDA module
  - Option 2: Training Fees
    - Proof of payment for training or education, such as receipts, photocopies of cancelled checks (both front and back of check), or credit card statements
    - Proof of successful completion of 120 hours of training that fulfills the national CDA education requirements, such as training records, transcripts, or certificates of completion. NOTE: the training and education must have been provided by the agency/entity identified on the scholarship application form.
  - Option 2: Advisor and Assessment Fees
    - Photocopy of the completed national CDA Direct Assessment Application form (all four pages of the long carbon form, with all required fields completed, signed, and dated)
    - Proof of payment for both advisor and assessment fees, such as photocopies of cancelled checks (both front and back of check) and credit card statements. NOTE: The person paid as the advisor must be the person identified on the scholarship application form and whose name appears on the photocopy of the Direct Assessment Application form in the box designated for the advisor to complete.
- Scholarships are reimbursed for actual costs of up to \$1000 for Option 1 and up to \$600 for Options 2 and 3. If the documentation that is submitted is for less than the full scholarship, the lesser amount will be paid. If the documentation submitted is for more than the scholarship amount, payment will be for the scholarship amount only. No reimbursement will be made for more than the awarded scholarship amount.
- Documentation submitted more than 48 hours after the allotted time period has past will not be reimbursed