

CDA Planning Guide for Infants and Toddlers

How to use this guide

This guide identifies courses that will help you meet the training requirements set by the [Council for Professional Recognition](https://www.cdacouncil.org). Courses listed in this guide are specific to early educators **working with infants and toddlers in a child care facility\*.**

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|  | Choose the CDA Subject area you want to focus on. |
|  | Choose the courses within that subject area to complete the required number of hours. |
|  | Learn more about each training and register by visiting [ndgrowingfutures.org](https://www.ndgrowingfutures.org/). |

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| Training Delivery Methods | | |
|  | **Face-to-Face**  **(Virtual)** | These virtual in-person training events give you the opportunity to interact with leading experts in the early care and education field as they present the latest trends, research and hot topics. |
|  | **Online, Self-Paced** | These online, self-study courses are available 24/7 and include a quiz or an instructor-graded evidence of learning questions where you apply the skills and knowledge you learned throughout the course. |
|  | **Online, Instructor-Led** | This online, instructor-led course includes weekly Virtual Peer Learning Group sessions and reading and writing assignments. |

***\*Separate planning guides are available for those working with preschoolers or in family child care.***

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| North Dakota Core Competency | | | CDA Subject Area | |
| **I** | Child Growth and Development | **CDA1** | | Planning a safe and healthy learning environment |
| **II** | Learning Environment and Curriculum | **CDA2** | | Advancing children’s physical and intellectual development |
| **III** | Assessment and Planning for Individual Needs | **CDA3** | | Supporting children’s social and emotional development |
| **IV** | Interactions with Children | **CDA4** | | Building productive relationships with families |
| **V** | Families and Communities | **CDA5** | | Managing an effective program |
| **VI** | Health, Safety and Nutrition | **CDA6** | | Maintaining a commitment to professionalism |
| **VII** | Program Planning and Evaluation | **CDA7** | | Observing and recording children’s behavior |
| **VIII** | Professional Development and Leadership | **CDA8** | | Understanding principles of child development and learning |
| **IX** | Principles of Child Development |  | |  |

CDA 1: Planning a safe and healthy learning environment

**Requirements**

Completion of at least **10 hours in CDA Subject Area 1** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | | **Delivery Method** | | **Completed** |
| Big Body Play | 2 | **VI** | |  | |  |
| Digital Decisions | 2 | **II** | |  | |  |
| Effective Indoor Environments | 3 | **II** | |  | |  |
| Effective Outdoor Environments | 2 | **II** | |  | |  |
| Family Style Dining | 2 | **VI** | |  | |  |
| Getting Started | 15 | **VI** | |  | |  |
| Overview of Curriculum | 2 | **II** | |  | |  |
| Promoting Wellness Module 1 | 2 | **VI** | |  | |  |
| Promoting Wellness Module 2 | 2 | **VI** | |  | |  |
| Promoting Wellness Module 3 | 2 | **VI** | |  | |  |
| Promoting Wellness Module 4 | 2 | **VI** | |  | |  |
| Schedules, Routines & Transitions | 2 | **II** | |  | |  |
| SIDS | 1 | **VI** | |  | |  |
| Special Health Care Needs | 3 | **VI** | |  | |  |
| **Other courses completed** | | | | | | |
| **Course** | | | **Clock Hours** | | **ND Core Comp** | **Completed** |
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**CDA 1 TOTAL CLOCK HOURS COMPLETED:**

CDA 2: Advancing children’s physical and intellectual development

**Requirements**

Completion of at least **10 hours in CDA Subject Area 2** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Dual Language Learners | 2 | **I** |  |  |

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| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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**CDA 2 TOTAL CLOCK HOURS COMPLETED:**

CDA 3: Supporting children’s social and emotional development

**Requirements**

Completion of at least **10 hours in CDA Subject Area 3** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Guiding Behavior: 10 Steps to Positive Discipline | 8 | **IV** |  |  |
| Inclusion | 2 | **IV** |  |  |

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| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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**CDA 3 TOTAL CLOCK HOURS COMPLETED:**

CDA 4: Building productive relationships with families

**Requirements**

Completion of at least **10 hours in CDA Subject Area 4** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Cultural Sensitivity and Diversity | 4 | **V** |  |  |
| Family Systems Theory | 1 | **V** |  |  |
| Homelessness | 1 | **V** |  |  |
| Partnering with Families | 3 | **V** |  |  |
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**CDA 4 TOTAL CLOCK HOURS COMPLETED:**

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| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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CDA 5: Managing an effective program

**Requirements**

Completion of at least **10 hours in CDA Subject Area 5** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Facility Based Program Business | 5 | **VII** |  |  |
| Communication and Teamwork | 3 | **VII** |  |  |
| Setting Effective Goals  (formerly Continuous Quality Improvement) | 5 | **VII** |  |  |
| Staff Management: Hiring and Orientation | 2 | **VII** |  |  |

**CDA 5 TOTAL CLOCK HOURS COMPLETED:**

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| --- | --- | --- | --- |
| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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CDA 6: Maintaining a commitment to professionalism

**Requirements**

Completion of at least **10 hours in CDA Subject Area 6** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Being a Professional | 3 | **VIII** |  |  |
| Code of Ethical Conduct | 3 | **VIII** |  |  |
| Developmentally Appropriate Practice | 3 | **VIII** |  |  |
| Overview of Professional Development | 2 | **VIII** |  |  |

**CDA 6 TOTAL CLOCK HOURS COMPLETED:**

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| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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CDA 7: Observing and recording children’s behavior

**Requirements**

Completion of at least **10 hours in CDA Subject Area 7** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Conducting Family Conferences | 1 | **III** |  |  |
| Individualization and Planning | 3 | **III** |  |  |
| Observing Young Children | 3 | **III** |  |  |
| Understanding Stress and Trauma in Young Children | 4 | **III** |  |  |

**CDA 7 TOTAL CLOCK HOURS COMPLETED:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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CDA 8: Understanding principles of child development and learning

**Requirements**

Completion of at least **10 hours in CDA Subject Area 8** with a grand total of 120 hours.

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| **Course** | **Clock Hours** | **ND Core Comp** | **Delivery Method** | **Completed** |
| Cognitive Development | 1.5 | **IX** |  |  |
| Language Development | 1.5 | **IX** |  |  |
| Overview of Child Development | 1.5 | **IX** |  |  |
| Physical Development | 1.5 | **IX** |  |  |
| Powerful Play | 2 | **IX** |  |  |
| Social-Emotional Development | 1.5 | **IX** |  |  |

**CDA 8 TOTAL CLOCK HOURS COMPLETED:**

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| --- | --- | --- | --- |
| **Other courses completed** | | | |
| **Course** | **Clock Hours** | **ND Core Comp** | **Completed** |
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**TOTAL CLOCK HOURS COMPLETED: GRAND TOTAL:**

**CDA 1: CDA 5: / 120**

**CDA 2: CDA 6:**

**CDA 3: CDA 7:**

**CDA 4: CDA 8:**