**Planning Guide:**

**Assistant Teachers with a High School Diploma or GED**

I currently have a high school diploma or GED but need a Child Development Associate (CDA) credential by December 2019.

|  |  |  |
| --- | --- | --- |
| **Task** | **Information** | **Notes:** |
| Review available CDA programs | UDC—Community College | [ ]  Reviewed |
| CentroNia | [ ]  Reviewed |
| Southeast Children’s Fund | [ ]  Reviewed |
| Other:  | [ ]  Reviewed |
| Contact program(s) that best fits with present availability and speak to program coordinator |  | [ ]  Contacted |
|  | [ ]  Contacted |
|  | [ ]  Contacted |
|  | [ ]  Contacted |
| Decide on a start date | Program takes \_\_\_\_\_\_\_months to complete | Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Projected end date:\_\_\_\_\_\_\_\_\_\_ |
| Obtain a copy of high school transcript (or G.E.D. certificate) | Requested on: \_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Received Transcript |
| Decide which credential you want to pursue | Infant-Toddler (0-3 years) | [ ]  Credential Selected |
| Preschool (3 to 5 years) | [ ]  Credential Selected |
| Other:  | [ ]  Credential Selected |
| Complete application(s) for CDA program(s) | Program 1: | [ ]  Application Submitted  |
| Program 2:  | [ ]  Application Submitted |
|  |
| Other Planning Notes: |
|  |