Program Information Report

Human Services, Pre-Education & Public Safety

Child Development (CTCDA)
Certificate

Program Effective Term: **Fall 2022**

High Demand Occupation

This program prepares students to meet all the requirements to apply for the national Child Development Associate (CDA) credential. It also prepares students for employment in child care centers or in family home daycare settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are emphasized.

Program Admission Requirements:
Students must be at least 18 years of age and have a high school diploma or equivalent.

Major/Area Requirements		(10 credits)
ECD 122	Essentials of Early Care and Education - I	4
ECD 123	Essentials of Early Care and Education - II	4
ECD 132	Child Development Practicum I	1
ECD 133	Child Development Practicum II	1
	Optional (not required): ECD 124*	

Minimum Credits Required for the Program: **10**

Notes:

*This additional course is not required for the WCC Certificate, but may be taken to prepare for the final assessment test administered by the National Council and to complete the final observation assessment for the Child Development Associate credential.

Program Information Report

Child Development (CTCDA)
Certificate
Program Effective Term: Fall 2017

High Demand Occupation

This Child Development Certificate is the first level in a three-tier training program. This program prepares students for the assessment exam required for the Child Development Associate (CDA) credential. It also prepares students for employment in child care centers or in family home daycare settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are emphasized.

Program Admission Requirements:
Students must be at least 18 years of age and have a high school diploma or equivalent.

Major/Area Requirements		(10 credits)
CCP 122	Essentials of Early Care and Education - I	4
CCP 123	Essentials of Early Care and Education - II	4
CCP 132	Child Development Practicum I	1
CCP 133	Child Development Practicum II	1
	Optional (not required): CCP 124*	

Minimum Credits Required for the Program: **10**

Notes:

*This additional course is not required for the WCC Certificate, but may be taken to prepare for the final assessment test administered by the National Council and to complete the final observation assessment for the Child Development Associate credential.

PROGRAM CHANGE OR DISCONTINUATION FORM

Program Code: _CTCDA_ Program Name: _Certificate in Child Development_ Effective Term: _F 2017_

Division Code: _ATP_ Department: _PSC_

Directions:

1. Attach the current program listing from the WCC catalog or Web site and indicate any changes to be made.

2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.

3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Master Syllabus form, but should be submitted at the same time as the program change form.

Requested Changes:

- ☐ Review
- ☒ Remove course(s): _HSC 131_
- ☐ Add course(s): _____
- ☐ Program title (title was _____)
- ☐ Description
- ☐ Type of award
- ☐ Advisors
- ☐ Articulation information

- ☐ Program admission requirements
- ☐ Continuing eligibility requirements
- ☐ Program outcomes
- ☐ Accreditation information
- ☐ Discontinuation (attach program discontinuation plan that includes transition of students and timetable for phasing out courses)
- ☐ Other _____

Show all changes on the attached page from the catalog.

Rationale for proposed changes or discontinuation:

The requirements for HSC 131 are different from State of Michigan Child Care Licensing Rules. Our students meet state requirements for their employment but cannot graduate because they do not meet additional requirements of HSC 131.

Financial/staffing/equipment/space implications: None

List departments that have been consulted regarding their use of this program. NA

Signatures:

Reviewer	Print Name	Signature	Date
Initiator	S. J. Adler	_[signature]_	01/03/17
Department Chair	R. A. Walsh	_[signature]_	1/3/17
Division Dean/Administrator	Brandon Tucker	_[signature]_	1/3/17
Vice President for Instruction		_[signature]_	
President			

Do not write in shaded area. Entered in: Banner _2/3/17 MO_ C&A Database _2/3/17 MO_ Log File _____ Board Approval _NA_

Please submit completed form to the Office of Curriculum and Assessment (SC 257).

Child Development (CTCDA)

Certificate

- 2016 - 2017

Description

This Child Development Certificate is the first level in a three-tier training program. This program prepares students for the assessment exam required for the Child Development Associate (CDA) credential. It also prepares students for employment in child care centers or in family home daycare settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are emphasized.

Admissions Requirements

Students must be at least 18 years of age and have a high school diploma or equivalent.

Contact Information

Division
 Adv Tech/Public Serv Careers
Department
 Public Services Careers Dept
Advisors
 Sally Adler

Requirements

(Items marked in orange are available online.)

Major/Area Requirements

Class	Title	Credits
CCP 122	Essentials of Early Care and Education - I	4
CCP 123	Essentials of Early Care and Education - II	4
CCP 132	Child Development Practicum I	1
CCP 133	Child Development Practicum II	1
~~HSC 131~~	~~CPR/AED for the Professional Rescuer and First Aid~~	~~1~~
	Optional (not required): CCP 124*	0
Total		
Total Credits Required		
11		

Footnotes

*These additional courses are not required for the WCC Certificate, but may be taken to prepare for the final assessment test administered by the National Council and to complete the final observation assessment for the Child Development Associate credential.

Program Information Report

School of Child Care Professionals

If you yearn to be involved in nurturing the next generation of young people, the School of Child Care Professionals is the place to begin. Gain the knowledge and skills required for state licensing and national childcare credentials while enjoying the personal experience of working directly with children.

Washtenaw Community College offers programs at several levels for students who want to begin new careers, or advance in their existing careers. The first level is the certificate, which can vary from nine to thirty-six credits, depending on the field. Certificates generally prepare students for entry-level jobs.

After completing a certificate, students can progress to the next level, the advanced certificate. The credit hours required for these programs also vary. This type of certificate provides a more specialized level of skill development, and often allows students to upgrade their positions at their places of employment.

The next level, an Associate in Applied Science, is available for some programs. For some career fields, it is possible to earn a certificate, advanced certificate, and an Associate in Applied Science degree in the same field. In these cases, the credit hours from the certificate and advanced certificate can be applied to the credit hours needed for the Associate in Applied Science degree.

Child Care Professionals

Whether you are looking to care for children in a home-based center or a professional or school-based setting, these programs can prepare you for an entry-level position as a childcare professional.

Child Development (CTCDA)
Certificate
Program Effective Term: Fall 2013

This Child Development Certificate is the first level in a three-tier training program. This program prepares students for the assessment exam required for the Child Development Associate (CDA) credential. It also prepares students for employment in child care centers or in family home daycare settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are emphasized.

Program Admission Requirements:
Students must be at least 18 years of age and have a high school diploma or equivalent.

Major/Area Requirements		(11 credits)
CCP 122	Essentials of Early Care and Education - I	4
CCP 123	Essentials of Early Care and Education - II	4
CCP 132	Child Development Practicum I	1
CCP 133	Child Development Practicum II	1
HSC 131	CPR/AED for the Professional Rescuer and First Aid	1
	Optional (not required): CCP 124	

Minimum Credits Required for the Program: **11**

Notes:

*These additional courses are not required for the WCC Certificate, but may be taken to prepare for the final assessment test administered by the National Council and to complete the final observation assessment for the Child Development Associate credential.

PROGRAM CHANGE FORM

Program Code:	Program Name:	Effective Term:
CTCDA	Child Development Certificate	Fall 2004

Directions:

1. Attach the current program listing from the WCC catalog and indicate any changes to be made.
2. Draw lines through any text that should be deleted and write in additions. Extensive narrative changes can be included on a separate sheet.
3. Check the boxes below for each type of change being proposed. Changes to courses, discontinuing a course, or adding new courses as part of the proposed program change, must be approved separately using a Course Syllabus Form, but should be submitted at the same time as the program change form.

Requested Changes:

☐ Remove _____ course(s)
☐ Add _____ course(s)
☐ Total credits: Current credits _____ After changes _____
☐ Title (title was _____)
☒ Description

Show all changes on the attached page from the catalog.

☐ Advisors
☐ Articulation information
☐ Program admission requirements
☐ Continuing eligibility requirements
☐ Program outcomes
Other _____

Rationale for proposed changes:

The courses that would be transferred to in the AAS program are being inactivated. With revised program for the AAS, the CTCDA or CTSACC will be mandatory.

Financial/staffing/equipment/space implications:

NA

List departments that have been consulted regarding the use of this program.

NA

Signatures:

Reviewer	Print Name	Signature	Date
Program Change Initiator	SaraJane Adler	*[signature]*	04/08/04
Department Chair	Starr Burke		
Division Dean/Administrator	Martha Showalter	*[signature]*	4/8/04
Vice President for Instruction	Roger Palay	*[signature]*	4/16/04

[handwritten: 4.14.04]

Please submit completed form to the Office of Curriculum and Articulation Services.

Processed . . .

Access Program File _4/20_   Log _4/20_   Copied and Returned _____

Child Development (CTCDA)
Certificate

Program Effective Term: Fall 2004

This Child Development Certificate is the first level in a three-tier training program. This program prepares students for the assessment exam required for the Child Development Associate (CDA) credential. It also prepares students for employment in child care centers or in family home daycare settings working with infants and toddlers, or preschoolers. Skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition are emphasized.

Program Admission Requirements:
Students must be at least 18 years of age and have a high school diploma or equivalent.

Major/Area Requirements   (11 credits)

Code	Title	Credits
CCP 122	Child Development Credentialing I	4
CCP 123	Child Development Credentialing II	4
CCP 132	Child Development Practicum I	1-2
CCP 133	Child Development Practicum II	1-2
HSC 131	CPR/FPR and First Aid	1
	Optional (not required): CCP 124 and/or CCP 134*	

Minimum Credits Required for the Program: 11

Notes:
*These additional courses are not required for the WCC Certificate, but may be taken to prepare for the final assessment test administered by the National Council and to complete the final observation assessment for the Child Development Associate credential.

Program Approval Document

Achievement Certificate
In

CHILD DEVELOPMENT

Prepared by
Sara Jane Adler

Washtenaw Community College
November 5, 1998

WASHTENAW COMMUNITY COLLEGE
PROGRAM AUTHORIZATION FORM

1. **Program Title:** Child Development   Program Code: *CDA*

2. **Division:** HPS   3. **Department:** PSC   CIP Code:

4. **Type of Program:**   ☐ A.A.   ☐ A.S.   ☐ A.A.S.   ☐ A.T.S.

   ☐ Advanced Certificate   ☐ Mastery Certificate   ☒ Achievement Certificate   ☐ Certificate of Completion

5. **Will this program be Perkins funded?**   ☒ yes   ☐ no   6. **Effective Year:** Fall 1999
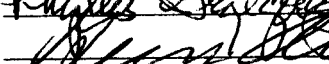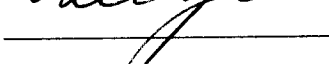
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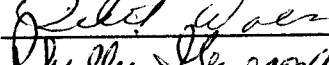
7. **Program Description (for Catalog, brochures, etc.:**
   This short-term certificate program prepares you to be assessed for the Child Development Associate (CDA) credential. The program includes the thirteen functional areas required by the National Council for Early Childhood Professional Recognition. Child Development Associate certified child care professionals are qualified to work with infants and toddlers, or preschoolers, in a child care center or in a family day care home.

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8. **Advisors:** Sara Jane Adler

9. Admissions Criteria:	10. Criteria for Continuing Program Eligibility:
18 years of age	

11. **Attach a Program Approval Document [PAD],** which includes the following:

A. Program Description	D. Enrollment Projections	G. Analysis of Affected Instructional Units
B. Program Goals	E. Program Cost Analysis	H. Articulations
C. Needs Assessment	F. Course Descriptions	I. Licensure/Accreditation

Approval Recommended: Print Name   Signature   Date

Program Initiator: Sara Jane Adler   _Sara Jane Adler_   5-19-99

Department Chair/Director: Ruth Walsh   _Ruth Walsh_   5-24-99

Dean: Phyllis Grzegorczyk   _Phyllis Grzegorczyk_   5-19-99

VP, Instruction/Student Services: Dr. Guy Altieri   5/25

President: Dr. Larry Whitworth

Date of Board Approval: _____

Available on disk

Vice President's Office - ISS

MAY 2 5 1999

Received

COURSE REQUIREMENTS FOR PROGRAM

Course	Title	Credit	Pre-requisites/Co-requisites
CCP 122	CDA-I	4	18 years old, H.S. graduation or equiv.
CCP 123	CDA-II	4	CCW 122
CCP 132	CDA Practicum I	1	consent
CCP 133	CDA Practicum II	1	consent
HSC 131	First Aid and CPR or equivalent	1	consent
Optional:			
CCP 124	CDA Preparation	1	120 hours of CDA preparation and 480 hours of direct work with children
CCP 134	CDA Practicum III	1	consent, CCP 122, 123, 132, 133
Minimum Credits Required:		11	

A. PROGRAM DESCRIPTION

This short-term certificate program prepares you to be assessed for the Child Development Associate (CDA) credential. The program includes the thirteen functional areas required by the National Council for Early Childhood Professional Recognition. Child Development Associate certified child care professionals are qualified to work with infants and toddlers, or preschoolers, in a child care center or in a family day care home.

B. PROGRAM GOALS

- To prepare students to pass the direct assessment for a Child Development Associate Credential.
- To prepare students for positions as child care professionals in pre-schools and day care centers.

C. NEEDS ASSESSMENT

The following information is from the Michigan Occupational Information System (MOIS, 1999).

Employment Outlook
Nationally in the last several years approximately 756,900 child care workers were employed. Employment is expected to grow faster than the average for all occupations through the year 2005 due to increasing number of preschool-age children with working mothers. There are about 23,525 child care workers employed in Michigan. Employment is expected to grow as fast as the average for all occupations through the year 2005. An average of 460 annual job openings will exist, with 210 due to growth and 250 needed to replace those who retire, die, or leave the labor force for other reasons.

As more women enter or re-enter the job market, the demand for child care employees will increase.

The Child Development Associate Credential is required by law for Michigan School Readiness Programs for three and four year olds. Many preschoolers and day care centers are requiring the CDA for Head Teacher/Caregiver positions or Assistant positions.

Expected Earnings/Wages
Earnings for child care workers depends on the experience and education of the individual worker, the specific job, the type of child care facility, and the geographic location. Earnings tend to be higher in large centers and lower in church-affiliated centers. Earnings of self-employed caregivers vary even more than those of wage and salary workers, depending on the number of children for which they are responsible.

In Michigan, child care workers earned anywhere from $10.71 to $18.14 an hour depending on the specific job and where in Michigan they work.

D. ENROLLMENT PROJECTIONS

Estimated Number of Students per Year
Students have been preparing for the CDA Credential through WCC's Child Care courses since January 1993, but there has been no official method for recognizing it as a program. Enrollment that first semester was 11 students. The following chart shows current enrollment figures:

Course	CCP 122	CCP 123	CCP 124	CCP 132	CCP 133	CCP 134	Total
Winter 1998	27	17	not offered	20	N/A	N/A	64
Spring 1998	16	19	8	20	N/A	N/A	63
Fall 1998	21	9	not offered	15	9	9	63
Winter 1999	28	17	not offered	17	19	5	86
Spring/Summer 1999	14	15	5	16	2 0	16	86

Longevity of Program
Enrollments are expected to be maintained for the foreseeable future.

E. PROGRAM COST ANALYSIS
No additional resources are needed since courses are already being offered.

F. COURSE DESCRIPTIONS

CCP 122: Child Development Credentialing I
This course is designed to provide part of the formal training for students working toward their Child Development Associate Credential. During this course, students cover eight of the thirteen functional areas of the Child Development Associate (CDA) Competency Standards. Students participate in group seminar discussions and work on assigned observations and portfolio projects.

CCP 123: Child Development Credentialing II
This course is a continuation of CCP 122 for students working on their Child Development Associate Credential. Five of the thirteen functional areas of the Child Development Associate (CDA) Competency Standards are covered. Students participate in group seminar discussions and work on assigned observations and portfolio projects.

CCP 124: CDA Assessment Preparation
This course helps CDA candidates prepare for credential renewal or initial direct assessment. Students seeking the Child Development Associate credential for the first time should have completed the required hours of instruction and experience. Students seeking CDA recredentialing receive assistance with their professional development plan and preparation for reassessment.

HSC 131: CPR/FPR and First Aid
This course teaches American Red Cross first aid and cardiopulmonary resuscitation for the professional rescuer (CPR/FPR). Students learn adult, child, and infant CPR, use of resuscitation masks and how to treat choking emergencies. Additional skills taught include emergency care of sudden illnesses, bleeding, thermal injuries and injuries to muscles, bones, and joints. Successful students earn ARC First Aid and CPR/FPR certification cards.

G. ANALYSIS OF AFFECTED INSTRUCTIONAL UNITS
Additional time for part-time faculty to provide student supervision is desirable. Suggest half-time appointments rather than being paid per student.

H. ARTICULATIONS
This program prepares students for direct assessment for the national CDA Child Care credential. Currently we are transferring students directly into the two-year program, exempting the same courses that we would for high school articulation: CCW 118, 119, 108, and 110.

I. LICENSURE/ACCREDITATION (IF APPLICABLE)
Graduates will be prepared to be assessed for the Child Development Associate Credential required by law for Michigan School Readiness Programs for three and four year olds. The program includes the thirteen functional areas required by the National Council for Early Childhood Professional Recognition.

Child Development (CDA)
Achievement Certificate

Division(s): Health and Public Services
Department(s): Public Service Careers

This program prepares you for the assessment exam required for the Child Development Associate (CDA) credential and for employment in child care centers or in family home daycare settings working with infants and toddlers, or preschoolers. It also provides you with skills from the 13 functional areas required by the National Council for Early Childhood Professional Recognition, as well as courses that transfer into WCC's associate's degree childcare program.

Advisors: Sara Jane Adler

Articulation:
The courses in this program may be transferred into the Child Care Associate's Degree program as CCP 108, 110, 118, and 119.

Program Admission Requirements:
Students must be at least 18 years of age and have a high school diploma or equivalent.

Required Courses (11 Credits)

CCP 122	Child Development Credentialing I	4
CCP 123	Child Development Credentialing II	4
CCP 132	Child Development Practicum I	1
CCP 133	Child Development Practicum II	1
HSC 131	CPR/FPR and First Aid	1
Elective *	Optional (not required): CCP 124 and/or CCP 134	

Minimum Credits Required: 11

Footnotes:
* These additional courses are not required for the WCC achievement certificate, but may be taken to prepare for the final assessment test administered by the National Council and to complete the final observation assessment for the Child Development Associate credential.