

# Assignment 6b

## How Do I Renew My Child Development Associate Credential?

### CONTINUING EDUCATION UNITS (CEUs)

#### Q: WHAT ARE CEUs?

**A:** Units awarded for participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. They are non-credit educational experiences. One Continuing Education Unit (CEU) is ten (10) contact hours of study.

#### Q: WHO ISSUES CEUs?

**A:** Various postsecondary institutions offer CEUs. Try your adult education or continuing education department at a community college or vocational institution. Also, your local resource and referral agency or Association for the Education of Young Children (AEYC) representative is a good source. You may also ask your center director, education coordinator, or some other early childhood professional in your community.

#### Q: WILL CEUs COUNT TOWARD COLLEGE CREDIT IF I WANT TO GET AN AA OR B.A. DEGREE?

**A:** *Not necessarily.* Before you decide to obtain CEU training, ask the agency sponsoring the CEU if it has negotiated a collaborative agreement with a college to convert CEUs to academic credit.

#### Q: WILL A RECORD BE KEPT OF THE CEUs I'VE EARNED?

**A:** The program should keep a record of the course(s), the date(s), and the number of CEUs awarded for at least seven (7) years. Ask the agency/program sponsoring the training.

### ***To CDA Continuing Education Sponsors:***

In 1996, the Council issued a new continuing education requirement for Child Development Associates (CDAs) seeking to renew the CDA Credential. The purpose is to encourage continued professional development for CDAs as envisioned by leaders in this field--to create an early care and education workforce that maintains current knowledge and skills in their work with young children. Obtaining the credential brings CDAs into the early childhood education profession, but ongoing training that leads to state certification or a degree, through an articulated career development path, is a necessity to maintain professional status.

Therefore, CDAs now must document continuing education in the form of Continuing Education Units (CEUs) or college credit course work. Forty-five clock hours of instruction in the form of a transcript or certificate as either 4.5 CEUs or a three-credit hour college course must be documented. Some CDAs and training entities are finding the CEU the most viable option.

Currently, there are no standards guiding the use of the CEU for the early childhood education profession, although many educational entities that award the CEU do adhere broadly to the ten (10) criteria developed in 1970 by the Council for Continuing Education, currently the International Association for Continuing Education Training (IACET) located in Washington, D.C.

The Council supports these criteria and would encourage those who grant CEUs to use them to deliver instruction tailored to the CDA Renewal process. The Council also encourages sponsors to negotiate agreements with colleges to convert CEUs to academic credit. Further, statewide career development systems could use these criteria as components in their training approval processes and/or develop agreements on converting CEUs to credit with multiple colleges.

## **To Child Development Associates:**

The Council for Professional Recognition now requires proof of continuing education if you want to renew the credential. The proof must be in the form of either 4.5 Continuing Education Units (CEUs) or a 3-credit hour college course in early childhood education. This additional training/course work must be *after* your original credential, or since your last renewal.

If you decide to send CEU certificates, remember you need ten (10) hours of instruction for each CEU. Your certificates must read CEUs, not clock hours or contact hours.

A CEU will not earn you college credit, unless the sponsoring agency negotiated an agreement with a college to convert CEUs into academic credit. However, accumulating continuing education units is a way of documenting proof of personal and professional development for career enhancement.

There are many training entities offering CEUs, such as local community colleges, resource and referral agencies, Head Start programs, and State Departments of Education, vocational technical schools, and so forth.

If you decide to choose the CEU to document your continuing education for renewal, please refer to the following information. There are ten (10) national criteria each agency awarding CEUs must meet. We recommend that you seek CEU training that supports the ten criteria we have outlined in this document.

### **Standards Governing the Use of Continuing Education Units for Child Development Associates**

- Plan activities in response to the educational needs which have been identified for a target audience.
- Each activity has clear and concise written statements of intended learning outcomes.
- Qualified instructional personnel are involved in planning and conducting each activity.
- Content and instructional methods are appropriate for the intended learning outcomes of each activity
- Participants must demonstrate their attainment of the learning outcomes.
- Each learning activity is evaluated by the participants.
- The sponsor has an identifiable unit, group, or individual with clearly defined responsibilities for the developing and administering learning activities.
- The sponsor has a review process in operation that ensures the CEU criteria are met.
- The sponsor maintains a complete record of each individual's participation and can provide a copy of that record upon request for at least seven (7) years.
- The sponsor provides an appropriate learning environment and support services.

For more detailed information about CEUs, please refer to the CDA Training Guide, *Preparing Professionals as Child Development Associates* under Council Publications