



WY QUALITY COUNTS!

AWARENESS & TRAINING FOR QUALITY CHILD CARE

CDA CONTRACTOR APPLICATION

Part 1 - Application Information

Section 1 – Program Summary

¹ Program Title:	
² Total Cost of Program:	
³ Type of Certificate:	<input type="checkbox"/> Initial <input type="checkbox"/> Second Setting <input type="checkbox"/> Renewal
⁴ CDA Setting:	<input type="checkbox"/> Community-Based <input type="checkbox"/> Community College <input type="checkbox"/> Independent
⁵ Dates of Training:	
⁶ Cost per Participant:	
⁷ Number of Participants:	
⁸ Are you receiving, or will you receive funds from another source to facilitate this training? <input type="checkbox"/> Yes <input type="checkbox"/> No	⁹ If "yes", briefly explain.

Section 2 – CDA Contractor Information

¹⁰ Contractor Name:	¹¹ Job Title:	
¹² Street Address:		
¹³ Mailing Address:		
¹⁴ City:	¹⁵ State:	¹⁶ Zip:
¹⁷ Telephone:	¹⁸ Email Address:	
¹⁹ Social Security Number:	Can you serve multiple CDA settings simultaneously?	

Signatures

CDA Contractor. The person signing this application as the "CDA Contractor" certifies that he/she is authorized to represent the CDA training provider and is legally responsible for the decision as to the cost and supporting documentation provided as a result of this application. I also certify that I am 18 years of age or older.

CDA Contractor

Date

NOTE on STARS Credit:
Please understand it is your responsibility to ensure that the planned coursework is eligible for STARS credit.

Office Use ONLY

Date Postmark:

Date Received:

Application/Contract No.:

Date Approved:

Section 3 – Budget Worksheets

The following Budget Worksheet(s) must be completed and submitted with the application.

**Wyoming Department of Workforce Services
WY Quality Counts! Program
CDA Program Budget Worksheet**

Community-Based CDA Your Planned Budget		“A” Direct Costs	“B” Contractor Fees
20.	Instructor Fee (if applicable) or Tuition (college)		
21.	Advisor Fee (if applicable)		
22.	Books		
23.	Required Fees		
24.	CDA Packet		
25.	CDA Assessment Fee		
26.	Administration (If applicable, and does not exceed 5% of the direct training cost)	N/A	

**Wyoming Department of Workforce Services
WY Quality Counts! Program
CDA Program Budget Worksheet**

Community College-Based CDA Your Planned Budget		“A” Direct Costs	“B” Contractor Fees
20.	Instructor Fee (if applicable) or Tuition (college or other)		
21.	Advisor Fee (if applicable)		
22.	Books		
23.	Required Fees		
24.	CDA Packet		
25.	CDA Assessment Fee		
26.	Administration (If applicable, and does not exceed 5% of the direct training cost)	N/A	

**Wyoming Department of Workforce Services
WY Quality Counts! Program
CDA Program Budget Worksheet**

Independent-Based CDA Your Planned Budget		“A” Direct Costs	“B” Contractor Fees
20.	Instructor Fee (if applicable) or Tuition (college)		
21.	Advisor Fee (if applicable)		
22.	Books		
23.	Required Fees		
24.	CDA Packet		
25.	CDA Assessment Fee		
26.	Administration (If applicable, and does not exceed 5% of the direct training cost)	N/A	

Section 4 – wyqualitycounts.org Web Site Trainer Registry

³⁰ Name:	
³¹ Contact Telephone Number:	³² Contact E-mail Address:
³³ Type of CDA Certificates you serve: <input type="checkbox"/> Initial <input type="checkbox"/> Second Setting <input type="checkbox"/> Renewal	
³⁴ CDA Settings you serve: <input type="checkbox"/> Community-Based <input type="checkbox"/> Community College <input type="checkbox"/> Independent	
³⁵ Area(s) Served:	³⁶ Days/Hours of Service:

Part 2 - Application Narrative

All DWS approved CDA Contractors acting as advisors must meet the standards as put out by the Council for Professional Recognition at http://www.cdacouncil.org/CDA_ADV.htm#d.

To qualify as a CDA Contractor through the WY Quality Counts! Program, all CDA Contractor applicants must also write a Program Summary briefly summarizing the program(s). The summary should provide our evaluators with an overview of the program, including the goals of the proposed program, the planned activities, outcomes and the proposed impact of the program. The Program Summary may not exceed one page in length and the Program Summary does count in the ten page narrative limit.

Contractor candidates shall fill out an application narrative that will:

Explain how the program will:

Meet the standards of the Council for Professional Recognition;

Provide trainees, upon completion, with:

- The initial CDA Certificate;
- Renewal of the CDA Certificate; and/or
- Second Setting CDA Certificate, if required by the child care facility.

Instructor (if applicable)

Provide information about the proposed instructor.

- Who is the instructor?
- What are their qualifications, including education and experience?
- Other supporting information.
- What is the instructor-to-student ratio for the program?
- What is the instructor's specialization?

Advisor (if applicable)

Provide information about the proposed advisor.

- Who is the advisor?
- Does the advisor meet the Council for Professional Recognition Standards? How?
- What are their additional qualifications, including education and experience?
- What is the advisor's specialization?
- Which type(s) of CDA are you qualified to advise through the Council for Professional Recognition?
i.e. a independent CDA programs, community college-based CDA programs, or community-based CDA programs.
- Other supporting information

(cont'd)

Curriculum

Provide curriculum if not provided by a Wyoming Community College or other training entity, please provide information about the proposed curriculum.

- What is the curriculum?
- Is this a new or already established curriculum?
- Why are you confident the curriculum will lead to success of the students?
- Other supporting information.

Participant Recruitment, Selection and Enrollment

If you plan to recruit,

- Explain how you plan to recruit eligible participants for this program.
- Explain how you will ensure the participants are indeed eligible.
- Explain how you will ensure each participant will complete the application process with DWS.

Participant Performance Monitoring

Define the following, and explain your plan to monitor participant performance for your program(s):

- Official Enrollment.
- Continuous Enrollment.
- Satisfactory Performance.
- Good Standing.

Payment Options

Indicate which entitie(s) should receive the DWS payment if this application is approved. All entities must be registered with WOLFS, except for the Council for Professional Recognition. The CDA Packet and Assessment fees may be billed upon application, but must be invoiced to DWS individually for each participant. Explain exactly who is paying for each required item on behalf of the participant and who requires direct payment from DWS.

- Training Entity (College, other)
- Instructor
- Advisor
- Council for Professional Recognition
- Other (Please explain your proposed payment structure in detail).

Budget Narrative

Provide a comprehensive budget narrative that addresses all costs of the proposal. The budget narrative shall outline and define all costs chargeable to the program.

The following training expenses shall be allowed, if supported by the application and not covered by the trainee or another source. If the cost is covered by the trainee or another source, the amount and source of the funds must be clearly disclosed.

- Instructor Fee or Tuition
- Advisor Fee (if applicable)
- Books
- Required Fees

- CDA Packet
- CDA Assessment Fee
- Administration (If applicable, and does not exceed 5% of the direct training cost.)

Purchased, leased, or rented equipment shall not be an allowable expense. The applicant must provide computations for ALL costs.